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22, and 23, 1945-1946

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Attn: FOI/PA Request
Record/Information Dissemination Section
170 Marcel Drive
Winchester, VA 22602-4843
Fax: (540) 868-4995/4996/4997
E-mail: foiparequest@ic.fbi.gov

Note: The Executive Conference consists of the top-level FBI
officials and meets periodically to review and recommend
policy.
Due to image quality, only a limited number of pages could
be processed with optical character recognition (OCR).
Also see: Marquette University Raynor Memorial
Libraries, Special Collections and University Archives, FBI
Records:
<http://www.marquette.edu/library/archives/Mss/FBI/FBI-series62.shtml>

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U.S. Department of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

December 28, 2010

Subject: FILE NUMBER 66-HQ-2554

FOIPA No. 1133720- 000

The enclosed documents were reviewed under the Freedom of Information/Privacy Acts (FOIPA), Title 5, United States Code, Section 552/552a. Deletions have been made to protect information which is exempt from disclosure, with the appropriate exemptions noted on the page next to the excision. In addition, a deleted page information sheet was inserted in the file to indicate where pages were withheld entirely. The exemptions used to withhold information are marked below and explained on the enclosed Form OPCA-16a:

Section 552

- ☐ (b)(1)
- ☐ (b)(2)
- ☐ (b)(3) _____
- _____
- _____
- ☐ (b)(4)
- ☐ (b)(5)
- ☐ (b)(6)

Section 552a

- ☐ (b)(7)(A)
- ☐ (b)(7)(B)
- ☐ (b)(7)(C)
- ☒ (b)(7)(D)
- ☐ (b)(7)(E)
- ☐ (b)(7)(F)
- ☐ (b)(8)
- ☐ (b)(9)
- ☐ (d)(5)
- ☐ (j)(2)
- ☐ (k)(1)
- ☐ (k)(2)
- ☐ (k)(3)
- ☐ (k)(4)
- ☐ (k)(5)
- ☐ (k)(6)
- ☐ (k)(7)

1265 **page(s)** were reviewed and 1264 **page(s)** are being released.

- ☐ Document(s) were located which originated with, or contained information concerning other Government agency(ies) [OGA]. This information has been:
 - ☐ referred to the OGA for review and direct response to you.
 - ☐ referred to the OGA for consultation. The FBI will correspond with you regarding this information when the consultation is finished.

☒ You have the right to appeal any denials in this release. Appeals should be directed in writing to the Director, Office of Information Policy, U.S. Department of Justice, 1425 New York Ave., NW, Suite 11050, Washington, D.C. 20530-0001. Your appeal must be received by OIP within sixty (60) days from the date of this letter in order to be considered timely. The envelope and the letter should be clearly marked "Freedom of Information Appeal." Please cite the FOIPA Number assigned to your request so that it may be easily identified.

☐ The enclosed material is from the main investigative file(s) in which the subject(s) of your request was the focus of the investigation. Our search located additional references, in files relating to other individuals, or matters, which may or may not be about your subject(s). Our experience has shown, when ident, references usually contain information similar to the information processed in the main file(s). Because of our significant backlog, we have given priority to processing only the main investigative file(s).

If you want the references, you must submit a separate request for them in writing, and they will be reviewed at a later date, as time and resources permit.

☒ See additional information which follows.

Sincerely yours,



David M. Hardy
Section Chief
Record/Information
Dissemination Section
Records Management Division

Enclosure(s)

Please be advised, this is the third interim release of documents responsive to your request for information concerning File Number 66-HQ-2554. We are providing you with a processed copy of 66-HQ-2554 Sections 12, 19, 22 and 23. Additional sections will be provided to you in a future interim release.

In accordance with Department of Justice regulations, (Title 28, Code of Federal Regulations, Section 16.11), there is a fee of \$15 per CD. Please submit your check or money order for this release in the amount of \$15 payable to the Federal Bureau of Investigation. To ensure payment is properly credited, please include the FOIPA number on your check or money order and forward the payment to the following address:

Work Processing Unit
Records Dissemination Section
Records Management Division
Federal Bureau of Investigation
170 Marcel Drive
Winchester, Virginia 22602

EXPLANATION OF EXEMPTIONS

SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552

- (b)(1) (A) specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified to such Executive order;
- (b)(2) related solely to the internal personnel rules and practices of an agency;
- (b)(3) specifically exempted from disclosure by statute (other than section 552b of this title), provided that such statute (A) requires that the matters be withheld from the public in such a manner as to leave no discretion on issue, or (B) establishes particular criteria for withholding or refers to particular types of matters to be withheld;
- (b)(4) trade secrets and commercial or financial information obtained from a person and privileged or confidential;
- (b)(5) inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;
- (b)(6) personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;
- (b)(7) records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information (A) could be reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could be reasonably expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or (F) could reasonably be expected to endanger the life or physical safety of any individual;
- (b)(8) contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or
- (b)(9) geological and geophysical information and data, including maps, concerning wells.

SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552a

- (d)(5) information compiled in reasonable anticipation of a civil action proceeding;
- (j)(2) material reporting investigative efforts pertaining to the enforcement of criminal law including efforts to prevent, control, or reduce crime or apprehend criminals;
- (k)(1) information which is currently and properly classified pursuant to an Executive order in the interest of the national defense or foreign policy, for example, information involving intelligence sources or methods;
- (k)(2) investigatory material compiled for law enforcement purposes, other than criminal, which did not result in loss of a right, benefit or privilege under Federal programs, or which would identify a source who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(3) material maintained in connection with providing protective services to the President of the United States or any other individual pursuant to the authority of Title 18, United States Code, Section 3056;
- (k)(4) required by statute to be maintained and used solely as statistical records;
- (k)(5) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(6) testing or examination material used to determine individual qualifications for appointment or promotion in Federal Government service the release of which would compromise the testing or examination process;
- (k)(7) material used to determine potential for promotion in the armed services, the disclosure of which would reveal the identity of the person who furnished the material pursuant to a promise that his/her identity would be held in confidence.

FBI File Number 66-HQ-2554, Section 12

13601

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CHANGED TO

M 1-3094-X150

7/17/90 SP5010m5 323,013

JEH:RP

January 16, 1941

13532

MEMORANDUM FOR MR. E. A. TAMM
MR. TOLSON

dm
b
With reference to the report prepared by the Subcommittee consisting of a representative of ONI, MID and FBI (Mr. McIntire), I am very much concerned over the procedure followed in this particular instance. I note that this report was prepared and signed by representatives of all three agencies without ever being submitted to the Assistant to the Director in charge of Investigations, Mr. Tamm, and without being forwarded to me for consideration. I appreciate that the committee was a subcommittee of the National Defense Conference, but the report deals with certain matters of policy which should not have been approved by any representative of the Bureau, even a representative on a subcommittee, without first having been discussed with the Director and the Assistant to the Director in charge of Investigations. We have had considerable difficulty in defining and compelling adherence to the delineation of authority between ONI, MID and FBI, and the particular report to which I refer creates a situation which may become very difficult to overcome and which certainly will prove embarrassing to the Bureau.

o
In the first place, there is recommended in this report signed by a Bureau representative that informants be developed in various labor unions. It has always been the very definite policy of the Bureau that it will not investigate labor unions or labor controversies as such. This has been in line with the wishes of the President and of the Attorney General, as well as my very firm belief. Of course, if there are definite subversive activities indicated, investigations will be initiated irrespective of whether it is in a labor situation or otherwise, but the investigation is then predicated upon the basis of subversive activities and not upon the basis of a labor controversy of because a labor union is involved. The Bureau can not and will not place informants in labor unions solely for the purpose of ascertaining the trend and activities of such unions or groups. For a report to be submitted, bearing the approval of a representative of this Bureau, with such a recommendation, is particularly undesirable and embarrassing. Such a report, if it came into the hands of certain individuals, either in or out of the Government service, would at once be used as a justification for attacking the Director of the FBI for being anti-union, which is all too freely and untruthfully done by groups and individuals at this time. Certainly we do not desire to give them any factual basis for such charges, but such a report as I am referring to would give them that factual basis.

RECORDED

66-2554-1917
FEDERAL BUREAU OF INVESTIGATION
JAN 20 1941
U. S. DEPARTMENT OF JUSTICE

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/1/90 BY SP5CJ/oms

INITIALS ON ORIGINAL 4

ORIGINAL FILED IN 66-8603-

Furthermore, the recommendations in this report are to the effect that informants be placed in various activities of subversive character and nature. It has been my understanding that the purpose of these committees which have been working upon the coverage of subversive activities has been to find those situations which have not been covered and to make appropriate recommendations thereupon. It is my understanding that many of these situations upon which recommendations have been made in this report have been covered by the FBI, but a reading of the report would lead one to believe that we have been totally deficient in covering many of these situations.

Furthermore, the report does not specifically state who will develop these informants and place them in these various subversive groups. This is particularly undesirable, because it leaves in a general way jurisdiction to all three agencies to do this, whereas the FBI has insisted that under the President's Directive it is the function and duty of the FBI to have coverage of these matters. Therefore, in any recommendations which were to be made, it should have been specifically stated that the development of informants or coverage of any of these particular matters was to be done by the FBI. We have been having rather serious difficulty with ONI and MID in intruding into this particular field. It is not because the Bureau desires to be jealous of its prerogative, but it is because it has been found, from years of experience, that the best results cannot be obtained when three or more different agencies are participating in the same field of investigation. It was because of this that the President issued his Directive, in order to avoid the confusion which prevailed during the period of the last World War. Efforts have been made by ONI and MID to intrude into certain civilian investigations, endeavoring to stretch the point to mean that the Army and Navy have an interest in these investigations as well as the FBI. This, of course, is undesirable, and I do not want any recommendations to be made or concurred in by any representative of this Bureau which in any way let down the barrier which we have tried to build up and maintain so as to insure efficient and complete coverage.

I believe it is very important that the Assistant to the Director in charge of Investigations at frequent intervals hold conferences not only with the Assistant Directors under his supervision, but with all of the supervisors, and outline the various policies which the Bureau desires to have adhered to. It is entirely possible that Mr. McIntire, who represented the Bureau on this particular subcommittee, was not fully conversant with the various difficulties which we have had, and with the policies which we have established, because I do not believe he would have gone so far astray in concurring in these recommendations as he did if he had been fully advised. There are many policies and procedures discussed at the National Defense Conference, which is attended only by the Assistants to the Director and the Assistant Directors, and there are, of course, similar discussions between the Director and the

Assistants to the Director and Assistant Directors, but I do not believe it is sufficient that the policies and procedures of the Bureau be understood only by this rather limited group. To properly handle the work at the Seat of Government, I believe it is very necessary that all supervisors stationed at the Seat of Government be called in for conference from time to time, and explain to them for their information and guidance the various policies and procedures. Such conferences would also be helpful in obtaining ideas and views of the supervisors, which would be beneficial to a more smooth-running operation of the Bureau at the Seat of Government.

I would like to have such conferences initiated upon a regular schedule and a report submitted to me relative to them after each conference has been held.

I believe the same sort of conferences should be held by the Assistant to the Director in charge of Administration with the Assistant Directors and supervisors under his supervision so that they may likewise understand the general policies and procedures of the Bureau in administrative matters and a general idea of the investigative procedures and policies.

Very truly yours,

John Edgar Hoover
Director

January 15, 1941

13535

MEMORANDUM FOR THE DIRECTOR

The Special Agent in Charge at Denver, Colorado, advised the Bureau that he has received information from the Superintendent of Yellowstone National Park to the effect that departmental regulations prohibit his furnishing information concerning employees or former employees of the Park Service unless approval has been obtained from his superiors in Washington.

I took this matter up with Mr. Hilory Tolson, Assistant Director of the National Park Service, who advised that on November 28, 1940, arrangements were perfected by the Interior Department for the furnishing of such information in the field to interested Government agencies; that the instructions of November 28, 1940, were sent to all field offices of the Interior Department including the National Park Service on December 2, 1940. Mr. Tolson furnished a copy of the memorandum which is attached.

The Executive Conference unanimously approved the submission of this information to all field offices in the next Bulletin.

A draft of the Bulletin is attached hereto.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc-W. R. Glavin

NOT RECORDED

66-2554-INITIALS ON ORIGIN

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DATE 7/17/90 BY SP5C10MS

ORIGINAL FILED IN 62-33666-20621

DML:GS

January 14, 1941

13536

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on December 31, 1940, which was attended by Messrs. E. A. Tamm, Nathan, Foxworth, Nichols, Tracy, Pennington, Carson, Quinn Tamm and Ladd, the request of the Los Angeles office for an ultra-violet light was considered.

Special Agent in Charge of the Los Angeles office pointed out that he had had cases in connection with espionage and similar cases and on several occasions had to make use of this equipment and had to borrow it from the local office of the Naval Intelligence. Mr. Ladd pointed out at the Conference that a satisfactory portable ultra-violet light could be purchased for between \$30 to \$50.

The Conference unanimously recommended that one such portable light be purchased for each of the seacoast cities; that is, Baltimore, Boston, Honolulu, Houston, Los Angeles, Miami, Newark, New Orleans, New York, Philadelphia, Portland, San Diego, San Francisco, San Juan, Savannah and Seattle, and that in addition thereto one such light also be purchased for the following inland offices in order that lights will be available in emergency cases in the interior of the country: Chicago, Kansas City, Denver, El Paso and Birmingham. This will make a total of 21 portable ultra-violet lights.

In the event you approve the action of the Conference, specifications will be drawn for equipment similar to the R & M ultra-violet light manufactured by the R & M Manufacturing Company, Pasadena, California, and which will sell for approximately \$30.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
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DATE 7/17/90 BY SP5CJ/Lom/S

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66-2554

ORIGINAL FILED IN 80-631-46

HAT:DS

January 13, 1942

13537

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau bulletin concerning proposed recommendations and suggestions for the improvement of the protection systems of the plants and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Tolson, Nathan, Ladd, Nichols, Rosen, C. Tamm, Glavin, Tracy and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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NOT RECORDED

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Federal Bureau of Investigation
United States Department of Justice
P.O. Box 440
Juneau, Alaska
January 10, 1941

13540

Director
Federal Bureau of Investigation
Washington, D. C.

Re: General Administrative

Dear Sir:

In a number of instances recently it has been observed that when auxiliary offices submit reports based on leads set out by this Office, said auxiliary offices have neglected to designate copies of their reports to the ONI and G-2 in this District, which necessitates additional work on the part of clerical employees in making additional copies of the reports submitted by another office so that the ONI and G-2 may be appropriately advised concerning the progress and results of the investigations.

It is not known whether other offices are having a similar experience, but in the event they are it is suggested that the Bureau may desire to issue general instructions to the effect that auxiliary offices should see that a sufficient number of reports are typed so that the ONI and G-2 may receive copies of the reports without the necessity of having the Office of Origin type additional copies. For example, where the Office of Origin submits a report wherein copies are designated for the ONI and G-2, it is believed that an auxiliary office having leads in the same case should also designate copies of their reports to the ONI and G-2.

Very truly yours,

/s/ R. C. Vogel
R. C. Vogel
Special Agent in Charge

RCV:mjm
File #66-0

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| FEDERAL BUREAU OF INVESTIGATION | |
| MAR 11 1941 | |
| U. S. DEPARTMENT OF JUSTICE | |
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HN:CSH

January 8, 1941

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, on January 7th, consisting of Messrs. E. A. Tamm, C. Tamm, Ladd, Foxworth, Nichols, Tracy, Glavin, Rosen and Nathan, considered the suggestion transmitted to the Bureau by SAC Kitchin, made by Special Agent T. S. McInerney of the Dallas Office during a quarterly conference of agents of that office, to the effect that it might be advisable for the Bureau to issue instructions as to whether the draft boards should be checked in each instance while conducting an applicant investigation. McInerney indicated this check could be facilitated if information was furnished by the Bureau, when the request for investigation was made, as to whether the particular applicant had registered and, if so, the place of registration.

The Conference felt it would not be necessary to issue any instructions along these lines, inasmuch as in practically each and every instance the applicant is interviewed and his registration card, or information pertaining to the place and time of registration, is secured at the time of the interview. Any further inquiry as to his registration should proceed from the information furnished by the applicant.

A letter to McInerney is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5/LOM/S

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ORIGINAL FILED IN 66-2160-303

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January 8, 1941

13522

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, on January 7th, consisting of Messrs. E. A. Tamm, Q. Tamm, Ladd, Foxworth, Nichols, Rosen, Tracy, Glavin and Nathan, considered a problem presented by Mr. Nathan as to whether there should be provided to the members of the Pan American Session of the NPA brief lecture outlines for the guidance of and retention by the members of this class. It was pointed out that Mr. R. B. Miller and others who had been in South America had stated that these outlines were usually very much desired by the members of classes there.

Messrs. E. A. Tamm, Q. Tamm, Tracy, Glavin and Rosen were opposed to furnishing these outlines. It was stated that these outlines are not furnished to the Bureau's regular NPA sessions, that if they are furnished to the Pan American students they should be furnished to the regular NPA members, that the matter of furnishing outlines to the NPA members had been considered on a number of occasions and had been found to be disadvantageous and undesirable, and that no reason was apparent why a change should be made for the members of the Pan American school.

Messrs. Ladd, Foxworth, Nichols and Nathan were of the opinion that brief outlines should be furnished, in accordance with the above.

No action will, of course, be taken toward the preparation of these outlines, pending the decision of the Director.

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference,

Clyde Tolson, Chairman

R. R. Glavin, Secretary

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HN:CSH

January 7, 1941

MEMORANDUM FOR THE DIRECTOR

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The Executives Conference, consisting of Messrs. Rosen, Tracy, Ladd, Foxworth, Nichols, Glavin, Q. Tamm, E. A. Tamm, and Nathan, considered the suggestion of Robert E. Mason, employee of the Typing Section, Identification Division, that a special training school be held for Bureau clerks who might be "future agents of the Bureau". The suggestion further sets forth that these would be informal get-togethers; that the Bureau's motion pictures would be shown, and there would be occasional talks on the work of Special Agents, et cetera.

The Executives Conference was unanimously of the opinion that this would be undesirable and that all training should be definitely formal and calculated to deal with the instruction of employees for a specific purpose. The general holding of informal conferences on the work of the Bureau's Special Agents would, it is believed, be a waste of time.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/17/90 BY SP5C11 oms

ORIGINAL FILED IN 66-2554

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January 6, 1941

13544

MEMORANDUM FOR THE DIRECTOR

ms: The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Foxworth, Ladd, Quinn Tamm, Tracy, Rosen, Nichols, and Glavin considered the maintenance service being furnished the building at the present time and is of the unanimous opinion that in view of the fact that we have three full shifts working in the Identification Division, evening and weekend janitor service should be secured.

The Conference is of the further opinion that in view of the fact that training is on a seven day a week basis, janitor service be had on the fifth floor on Saturday evenings.

Subject to the Director's approval there is attached hereto a communication to Mr. Quinn concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-2729-15-25

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HM:BO

January 6, 1941

13545

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Tracy, Nichols, Ladd, Pennington, Foxworth, Glavin and Nathan, at meetings held on December 31, 1940, and January 4, 1941, considered the names of police organizations to select a representative to attend the 17th Session of the FBI NPA commencing April 7, 1941. The following organizations were approved:

1. Endicott, New York, Police Dept.
2. Washington County, Vermont, Sheriff's Office (Montpelier)
3. Elberton, Georgia, Police Dept.
4. Maryland State Police
5. Montgomery, Alabama, Police Dept. (2nd representative)
6. Lewiston, Maine, Police Dept.
7. Lockport, New York, Police Dept.
8. Pocatello, Idaho, Police Dept.
9. Raleigh, North Carolina, Police Dept.
10. Charlotte, North Carolina, Police Dept.
11. Winnetka, Illinois, Police Dept. (2nd representative)
12. Steubenville, Ohio, Police Dept.
13. Arlington, Texas, Police Dept.
14. Hampden County, Texas, Sheriff's Office (Canadian)
15. Muskegon, Michigan, Police Dept.
16. Escanaba, Michigan, Police Dept.
17. San Augustine County, Texas, Sheriff's Office (San Augustine)
18. El Dorado, Kansas, Police Dept.
19. Mississippi County, Arkansas, Sheriff's Office (Osceola)
20. Gallatin, Tennessee, Police Dept.
21. Sarasota, Florida, Police Dept.
22. Menomonie, Wisconsin, Police Dept.
23. Hoboken, New Jersey, Police Dept.
24. Manchester, Connecticut, Police Dept.
25. Columbia, Mississippi, Police Dept.
26. Yonkers, New York, Police Dept.
27. Oklahoma City, Oklahoma, Police Dept. (2nd representative)
28. Jonkintown, Pennsylvania, Police Dept.
29. Barron, Pennsylvania, Police Dept.
30. Coquille, Oregon, Police Dept.
31. Missouri State Highway Patrol (2nd representative)
32. South St. Paul, Minnesota, Police Dept.
33. La Mesa, California, Police Dept.
34. San Joaquin County, California, Sheriff's Office (Stockton)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,003
DATE 7/17/90 BY SP5CUDMS

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

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35. Columbia, South Carolina, Police Dept.
36. Pierre, South Dakota, Police Dept.
37. Kenosha, Illinois, Police Dept.
38. Maine State Police (2nd representative)

* 13548

Alternates:

1. Burlington, North Carolina, Police Dept.
2. Winston, North Carolina, Police Dept.
3. Portsmouth, Ohio, Police Dept.
4. Parma, Ohio, Police Dept.
5. Birmingham, Michigan, Police Dept.
6. Grenada, Mississippi, Police Dept.
7. Fort Pierce, Florida, Police Dept.
8. Ridgefield, New Jersey, Police Dept.
9. State College, Pennsylvania, Police Dept.
10. Carmel-by-the-Sea, California, Police Dept.
11. Cairo, Illinois, Police Dept.
12. Oneonta, New York, Police Dept.
13. Brandon, Vermont, Police Dept.
14. Dalton, Georgia, Police Dept.
15. Boone County, Illinois, Sheriff's Office (Belvidere)
16. Lordsburg, New Mexico - Marshall
17. Wheeling, West Virginia, Police Dept. (2nd representative)
18. Jacksonville, Florida, Police Dept. (2nd representative)
19. Mohave County, Arizona, Sheriff's Office (Kingman)
20. McLean County, Illinois, Sheriff's Office (Bloomington)

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

WRG:MTS

January 2, 1941

MEMORANDUM FOR THE DIRECTOR

ms. 6/2
The Executive Conference, consisting of Messrs. E. A. Tamm, Nathan, Ladd, Pennington, Quinn Tamm, Tracy, Nichols, Carson, Foxworth, and Glavin, considered a suggestion made by Special Agent William H. Nimmins of the Identification Division that arrangements be made to have the Department of Justice dispensary open during the late evening hours, due to the fact that employees working during those hours cannot receive minor medical attention when necessary.

The Conference is of the unanimous opinion that such a request is not necessary at the present time, it being of the opinion that we could not justify a request to the Department for a three-shift nurses' service.

If the Director approves the Conference's recommendation in this matter, an appropriate communication will go forward to Mr. Nimmins.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/17/90 BY SP5CJ/oms

ORIGINAL FILED IN 66-2698-8

January 2, 1941

13548

DML:ja

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on December 31, 1940, the request of the Technical Laboratory for one additional 16 millimeter motion picture camera, Bell & Howell, equipped with two lenses, was considered.

It was the unanimous opinion of the Conference that this camera should be purchased. It was estimated that the retail price would be approximately \$497.00.

Messrs. E. A. Tamm, Nathan, Foxworth, Nichols, Tracy, Pennington, Carson, Quinn Tamm and Ladd were in attendance at this meeting.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5E110MS

NOT RECORDED

66-2554

166-9114-99
ORIGINAL FILED IN 166-9114-99

OK

21

COPY
hvw

13510

HN:BG

January 2, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference at a meeting held December 31, 1940, at which there were present Messrs. E. A. Tamm, Quinn Tamm, Tracy, Nichols, Ladd, Pennington, Foxworth, Glavin and Nathan, considered the suggestion of Mr. Nathan that Special Agent Dean R. Morley be selected to receive trial as an instructor in the Training Division in place of Special Agent J. B. Hogan who has requested to be relieved of his assignment. This suggestion was unanimously approved.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Director's Notation
"O. K. H."

cc-Mr. Glavin

NOT RECORDED
66-2554

| | |
|-------------|--|
| FEB 11 1941 | |
| JAN 11 1941 | |
| TOLSON | |
| TAMM | |
| SHR. CLK. | |
| FILE | |

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110ms

ORIGINAL FILED IN 66-2554-11-167

90

December 31, 1940

13550

DNL:ja

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference held on December 26, 1940, which was attended by Messrs. E. A. Tamm, Nathan, Nichols, Foxworth, Glavin, Tracy, Pennington, Quinn Tamm and Ladd, the suggestion of the Laboratory to the effect that six additional radio decoy packages be purchased at a cost of approximately \$50 each, these packages when received to be placed in the Los Angeles, Kansas City, New York, Chicago, Detroit, and Atlanta Field Divisions for use in the field, was considered.

The Conference was unanimously in favor of the purchase of this equipment.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECORDED
INDEXED
DEC 31 1940
323,013
EX-171/90
EX-SP-110103

2002 RECORDED

66-2554

ORIGINAL FILED IN 62-21000-127

NEG:lrđ

December 31, 1940

13551

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Nichols, Foxworth, Nathan, Ladd, Tracy, Pennington, and Glavin considered a memorandum of suggestion submitted by Mr. Belmont of the Chief Clerk's Office concerning the confidential informant index. Mr. Belmont suggested that after the necessary information is abstracted on index cards in his office from correspondence relating to confidential informants, the correspondence be forwarded to the Files Section for retention and indexing. Mr. Belmont points out that unless this is done there is the possibility that a check of the main Files would be made at some time in the case of one or more of our listed Informants and no record would be available there.

The Conference is of the unanimous opinion that this procedure should be followed and that after the necessary information has been secured for our confidential informant index, the material be sent to the Files for indexing and filing.

The Conference is of the opinion that this material should be filed under one general classification.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/90 BY SP5C10ms

NOT RECORDED

66-2554-

85

1941-24-50-99
RECEIVED

December 30, 1940

EAT:HA

13552

MEMORANDUM FOR THE DIRECTOR

6
The Executive Conference has considered the attached Bureau Bulletin concerning the extreme delay in reporting convictions and sentences in Bureau cases as reflected on records in the offices of the Clerks of Courts and United States Attorney and is unanimously in favor of its submission to the field.

Those attending were Masera, Nathan, Ladd, Nichols, Glavin, Tracy, Foxworth, Pennington, Quinn Tamm and E. A. Tamm.

Respectfully,
for the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Tracy _____
Miss Gandy _____

*Hand
filed
with orig*

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/90 BY SP5C/LMS

66-2554

158-1-232-12861

9

HN:CSH

December 30, 1940

MEMORANDUM FOR THE DIRECTOR

13553

The Executives Conference, on December 28th, consisting of Messrs. Pennington, Tracy, Kuhnelt, Ladd, Foxworth, Glavin, Nichols, Q. Tamm, E. A. Tamm, and Nathan, considered a report, dated December 28th, attached hereto, reflecting sleeping, dining, class room, and general accommodations at Quantico.

The Conference also considered a report of December 26th to the effect that there could be provided at Quantico, by the Marine Corps, accommodations in a Marine Corps building near the FBI Barracks for approximately 50 men, during the months of January and February, this to be contingent upon the 50 men being fed in the Marine Corps Barracks. The Conference was unanimously of the opinion that it would be undesirable to house and feed any trainees at Marine Corps barracks. It was felt that this would defeat the purpose of the Director's desire to keep trainees at Quantico for four weeks.

The Conference was informed that the FBI accommodations at Quantico are strictly limited to 120 trainees, exclusive of collateral staff. The accommodations at Quantico could, therefore, provide for 3 classes, not to exceed 40 men each. Since the plan is to send classes to Quantico immediately upon appointment, and keep them there for a period of four weeks, this would mean that after the appointment of 3 classes of 40 men, it would be necessary to not have a class enter on duty on the fourth Monday after this plan is inaugurated.

The Conference felt it would be desirable to submit for consideration an alternate plan to the effect that classes of 40 men could be appointed every week provided said classes were kept at Quantico a period of 3 weeks, rather than 4.

With regard to the question as to when this program should be inaugurated, the Conference felt the class of approximately 100 trainees expected to enter on duty on January 6th could immediately be sent to Quantico for the 7-day firearms training period, and then return to Washington. Either of the plans suggested by the Conference could be followed from then on. It might be noted that this class of 100 could be split at the end of the first week, 40 men remaining at Quantico and serving as a basis for the initiation of the plan from that time on.

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,03
DATE 7/17/90 BY SP5C/10MS

NOT RECORDED

66-2554

85

ORIGINAL FILED IN 66-3760-50-752

December 30, 1940.

13554

EA T: HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Sabotage" and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Nathan, Ladd, Quinn Tamm, Glavin, Tracy, Foxworth, Nichols and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

N. B. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C/10MS

NOT RECORDED

66-2554-

ORIGINAL FILED IN 66-6400-98-41

85

HN:CSH

December 28, 1940

13555

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tracy, Ladd, Foxworth, Rosen, Q. Tamm, E. A. Tamm, Glavin, and Nathan, considered a curriculum showing proposed changes in the new agents course, increasing the course of instruction from 6 to 8 weeks, submitted to the Conference in accordance with previous instructions.

The Conference approved the proposed changes, as set forth in the attached curriculum.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

1-1-1694
ORIGINAL FILED IN

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

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66-2554-

85

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/11/90 BY SP5C/10ms

PROPOSED CHANGES IN PRESENT CURRICULUM
FOR NEW AGENTS, INCREASING COURSE OF IN- 13558
STRUCTION FROM SIX TO EIGHT WEEKS

| <u>SUBJECT MATTER</u> | <u>PRESENT TIME ALLOTMENT</u> (hours) | <u>INCREASE</u> (hours) | <u>TOTAL TIME ALLOTMENT</u> (hours) |
|--|--|----------------------------|--|
| Manual of Rules and Regulations | 55½ | 15 | 70½ |
| Manual of Rules and Regulations, Vouchers and Chief Clerk's work | 7 | 3 | 10 |
| Fingerprint Identification | 4 | 11 | 15 |
| Latent Fingerprints | 5 | 10 | 15 |
| Photography | 14 | 7 | 21 |
| War Risk Insurance and Veterans Bureau Matters | 2 | 2 | 4 |
| White Slave Traffic Act Investigations | 2 | 1 | 3 |
| Bank Robbery Investigations | 4½ | 2½ | 7 |
| Departmental Applicant Investigations | ½ | ½ | 1 |
| Theft from Interstate Shipment Investigations | 2 | 2 | 4 |
| Impersonation Investigations | 1 | 3 | 4 |
| Miscellaneous Investigations, including Bribery, Conspiracy, Peonage, Perjury, Applications for Executive Clemency, Assaulting and Kill- ing Federal Officers and other miscellaneous investigations | 3 | 2 | 5 |
| National Stolen Property Act Investigations | 1 | 1 | 2 |
| Applicants for FBI Investigations | 2 | 1 | 3 |
| Antitrust Investigations | 2 | 1 | 3 |
| Fugitive and Unlawful Flight Investigations | 2 | 1 | 3 |
| National Bank and Federal Reserve Act Investi- gations | 2 | 3 | 5 |
| Bondsmen and Sureties Investigations | 1 | 1 | 2 |
| Bankruptcy Investigations | 5 | 3 | 8 |
| Crimes on Government and Indian Reservations | 2 | 1 | 3 |
| Crimes within the Maritime Jurisdiction | 1 | 1 | 2 |

SUBJECT MATTERPRESENT TIME
ALLOTMENT
(hours)INCREASE
(hours)TOTAL TIME
ALLOTMENT
(hours)

Extortion Investigations

3

1

4

Theft of Government property Investigations

2

1

13557

3

NMVTA Investigations

4

2

6

Review of Manual of Instructions

3

2

5

Examination, Manual of Instructions

2

1

3

Introduction to the Technical Laboratory

1

1

2

Detection of Deception

2

1

3

Metals

1

1

2

Hairs and Other Fibers

1

1

1

Petrographic Examinations

1

1

2

Chemistry in Crime Detection

1

1

2

Blood and Other Body Fluids

2

1

3

Moultage

1

2

3

Drawing and Charting

2

3

5

Document Identifications

4

1

5

Codes and Secret Writings

2

1

3

Technical Apparatus in the Field Office

1

1

2

Sound and Electricity

5

2

7

Lock Studies

1

1

Recording Data at the Scene of Crime and Actual
Crime Scene Test

3

3

6

Interviews, Confessions and Pretexts

3

3

6

Signed Statements

1

1

2

Uniform Crime Reporting

3

3

6

Describing of Persons

1

1

2

Dictation Training

1

2

3

NMVTA Test Interviews

3

1

4

SUBJECT MATTERPRESENT TIME
ALLOTMENT
(hours)INCREASE
(hours)TOTAL TIME
ALLOTMENT
(hours)

Report Writing

4

4

4

Moot Court

6

2 13558

6

Sabotage Investigations

2

1

7

Subversive Movements

2

4

6

Registration Act and Neutrality Act Investigations

2

1

3

Selective Service Act Investigations

2

2

TOTAL 183

124

307

December 28, 1940

13559

EAT:PA

MEMORANDUM FOR THE DIRECTOR

This will record your desire that the booklet, "The Identification Facilities of the FBI," be furnished to industrial concerns only upon their specific request and not upon any blanket program.

Respectfully,

E. A. Tamm

ORIGINAL FILED IN 74-5-6-3-12

NOT RECORDED
66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/90 BY SP5C/10ms

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| JAN 1 1941 | |
| SEARCHED | INDEXED |
| SERIALIZED | FILED |

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COPY
hvw

December 22, 1940

13560

LEB:AFN

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Quinn Tamm, Ladd, Glavin, Foxworth, Tracy, Drayton, Carson and Nichols, considered the suggestion regarding sending the booklet "Classification of Fingerprints" to industrial concerns having National Defense contracts, and who are now adopting a system of fingerprinting employees, sending one copy of the prints to the Bureau and maintaining one copy in their files.

It was the unanimous view of the Conference that the booklet "Classification of Fingerprints" should be restricted in its distribution to law enforcement agencies. Upon inquiry, the pamphlet "Identification Facilities of the FBI", containing a section on how to take fingerprints, should be forwarded the various industrial concerns.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 94-3-6-3-12

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/90 BY SP5C/10M/S

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| SEARCHED | INDEXED |
| SERIALIZED | FILED |

66-2554

HM:CSH

December 28, 1940

13561

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tracy, Ladd, Foxworth, Rosen, C. Tamm, E. A. Tamm, Glavin, and Nathan, considered a curriculum for a revised inservice course of two weeks, submitted to the Conference in accordance with previous instructions.

The Conference approved the curriculum as attached hereto.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Encl. with only 4.

DET. RECORDED
66-2554

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 328,013
DATE 7/17/90 BY SP5/LLMS

ORIGINAL FILED IN 159-376

EAT:DS

December 20, 1940

12562

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin concerning provisions of the Selective Training and Service Act of 1940 and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Foxworth, Ladd, C. Tamm, Tracy, Glavin, Rosen, Kuhnelt and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. D. Glavin, Secretary

NOT RECORDED

66-2534-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/11/90 BY SP5C110MS

66-6200-25-108

WAM:RLJ

December 13, 1940

13563

BUREAU BULLETIN NO.
Second Series 1940

TO ALL SPECIAL AGENTS IN CHARGE:

Reference is made to Bureau Bulletin No. 47, dated October 11, 1940, setting forth the provisions of the Selective Training and Service Act of 1940.

An amendment was approved by the President on December 7, 1940, amending the Selective Service regulations in such manner as to provide for the registration of persons exempted from registration after the cause therefor ceases to exist.

The amendment is quoted as follows:

"By virtue of the provisions of the Selective Training and Service Act of 1940, approved September 16, 1940, and the authority vested in me by the rules and regulations prescribed by the President thereunder, I hereby amend Volume 2, Section XIV, Selective Service Regulations, by adding thereto the following:

"Registration of persons, excepted from registration after cause therefor ceases to exist. Persons who were not required to be registered on the registration date fixed by Presidential proclamation, because of the provision of section 5 (a) Selective Training and Service Act of 1940, shall under the provision of section 5 (b) of the Act be required to register with a local board within five days after change of status removing them from the groups set forth in 5 (a) unless they reenlist or reenter one of such services within the said five days; provided, that such persons were between the ages of twenty-one and thirty-six on the date fixed for the first day of their registration or are between such age groups on any subsequent dates fixed for days of their registration."

The above statute is being furnished to you for your information in connection with Selective Service matters.

Very truly yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5EJ/DM5

December 20, 1940

13562

LBN:LCB

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered Mr. Harbo's suggestion to the effect that the various Special Agents in Charge contact noncontributors of Uniform Crime Reports for 1940.

The Conference consisting of Messrs. E. A. Tamm, Glavin, Foxworth, Rosen, Nathan, Ladd, Tracy and Nichols were unanimously of the opinion that in view of the present condition of our work we should not subject the field to any unnecessary work.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/90 BY SP5C/LMS

ORIGINAL FILED IN 33-1-18415X

EAT:DS

December 20, 1940

13565

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau bulletin concerning needless correspondence with the Selective Service System by individuals seeking data on missing persons and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Foxworth, Ladd, Q. Tamm, Tracy, Glavin, Rosen, Kuhnel and E. A. Tamm.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/12/90 BY SP5C/10MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 25

22

HM:GSH

December 20, 1940

13562

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Drayton, Ladd, Tracy, Rosen, Nichols, Tamm and Nathan, considered and unanimously approved the attached bulletin to the field reiterating instructions that the last copy of any field office file is not to be taken out of the file for use on road trips or otherwise.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/96 BY SP5C10ms

66-2554-2
FILED IN

13557

EAT:DS

December 30, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent Harold O. Scott that the Bureau refer to all persons heretofore designated as informants as advisors. The conference did not feel that this suggestion was practical of operation and does not recommend any affirmative action. A letter to Agent Scott is attached hereto.

Those in attendance at the conference were Messrs. Foxworth, Ladd, G. Tamm, Tracy, Glavin, Rosen, Kuhnol and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/90 BY SP5C110MS

NOT RECORDED

66-2554-

ORIGINAL FILED IN 66-2554-712

COPY
hvw

HN:CSH

December 20, 1940

13568

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Drayton, Ladd, Tracy, Rosen, Nichols, Tamm and Nathan, considered a memorandum presented by Mr. Nathan containing the views of Messrs. Valentine, Carey and Myers, of the Training Division, relative to the adequacy of the instruction afforded under existing circumstances to new agents. The salient views of the writers of this memorandum were read. These views indicated that the agents going out into the field are in a position to handle investigations ordinarily given to new agents at the beginning of their Bureau careers.

Director's
Notation
"This is not
supported by
memo from
Douglas.H."

There was also presented to the conference, in accordance with instructions received from Mr. Nichols, a curriculum providing for an extension of the course from 6 to 7 weeks.

The Conference was unanimously of the opinion that, in view of existing conditions in the field, the course for new agents should continue to be six weeks. There is attached hereto the seven weeks' curriculum.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Director's Notation

"In view of Agt. Douglas memo I don't see how above recommendation could be made. His observations are such that I want New agents course to be extended to 8 weeks instead of 6 or 7 & it should apply to all classes which entered after Dec. 1. Arrange curriculum at once. Also I want all new agents to go to Quantico immediately upon reporting & remain there not less than 4 wks before being brought back to Wash. Also lights & walls are to be corrected in classrooms at once. Some plan should be devised to handle "slow men" in fire arms work so as not to disrupt whole class. More thorough work must be done on manual of instructions; Nat. Def. Work & particularly in practical work. Something is wrong in Training Div. which permits Counselors to degenerate into errand boys. Some check should be made of notes taken. All in all I am not satisfied as to the Training Program. I still believe Training Div. is taking too much in stride & has failed to step up to the tempo.

H."

ORIGINAL FILED IN 1-1-169121

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/11/90 BY SP5CJL/MS

NOT RECORDED
66-2554-

85

HN:CSH

December 20, 1940

13569

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Drayton, Ladd, Tracy, Rosen, Nichols, Tamm and Nathan, considered the matter of holding inservice training classes, and the curriculum therefor.

It was the unanimous opinion of those present that inservice courses should not be initiated at the present time, and not until conditions in the field rendered it desirable.

With regard to the curriculum presented, it was the opinion of all those present, except Mr. Nichols, that a three weeks' curriculum should apply to these courses, when they are initiated, the reason being that with the large number of new agents in the field it was felt that three weeks would better enable the Bureau to acquaint them with any changes or amplifications of existing Bureau policy. Mr. Nichols was of the opinion that the inservice training, when initiated, should be confined to two weeks.

Copies of the two week curriculum, as well as the three week curriculum, are attached.

Respectfully,
For the Director,

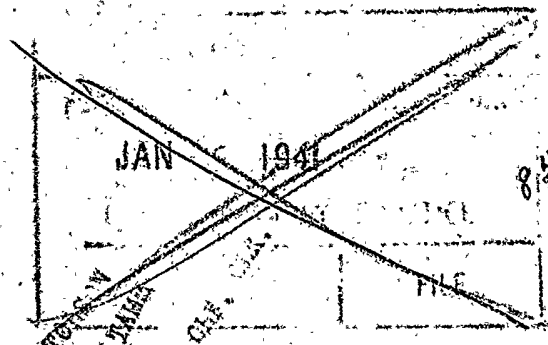
Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN 1-17-325

NOT RECORDED
66-2554-

RECEIVED
JAN 10 1941
FBI - NEW YORK



REVISED IN-SERVICE COURSE

Three Weeks (5 Days Firearms Training)
Accountants Held 2 Additional Days

| <u>ITEM NO.</u> | <u>TIME</u> | <u>SUBJECT</u> | <u>LECTURER AND ALTERNATE</u> |
|-----------------|-------------|---|-------------------------------|
| 1 | 1 hr. | Enrollment; Announcements; Physical Examination Forms | Mr. Nathan or Mr. Kuhn |
| 2 | 1 hr. | Purpose of Retraining | Mr. Nathan |
| 3 | 1 hr. | Address | THE DIRECTOR |
| 4 | 2 hrs. | Tour of the Bureau | Tour Leader |

NATIONAL DEFENSE PHASES OF COURSE

| | | | |
|----|--------|---|--|
| 5 | 2 hrs. | Bureau Problems and Policies in National Defense Matters | Mr. E. A. Tamm or Mr. Carson |
| 6 | 1 hr. | Observations on Bureau Problems | Mr. Nichols |
| 7 | 2 hrs. | Recent Trends in Subversive Movements (Communism) | Mr. E. R. McIntire |
| 8 | 2 hrs. | Recent Trends in Fascism and Nazism | Mr. Pryor |
| 9 | 4 hrs. | Sabotage Investigations | Mr. Hinze |
| 10 | 4 hrs. | Espionage Investigations | Mr. Kimball or Mr. Wolfe |
| 11 | 5 hrs. | Internal Security Matters: (a) Registration & Neutrality Acts; (b) Aliens in Aircraft & Munition Production; (c) Special Inquiries | Mr. Kramer or Mr. Traynor |
| 12 | 6 hrs. | Plant Survey | Mr. Holloman or Mr. Cunningham and Mr. F. J. Smith |

TECHNICAL AND IDENTIFICATION
PHASES OF COURSE

| | | | |
|----|--------|-------------------------------|-----------------------|
| 13 | 3 hrs. | Document Aspects of Espionage | Laboratory Instructor |
|----|--------|-------------------------------|-----------------------|

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/90 BY SP5C/DMS

| <u>ITEM NO.</u> | <u>TIME</u> | <u>SUBJECT</u> | <u>LECTURER AND ALTERNATE</u> |
|-----------------|-------------|--|-------------------------------|
| 14 | 3 hrs. | Methods of Concealing Secret Messages; Codes and Ciphers | Laboratory Instructor |
| 15 | 7 hrs. | Electrical Equipment and Sound Recording; Radio Applications to Espionage Problems 13571 | Laboratory Instructor |
| 16 | 20 hrs. | New Photographic Equipment; Practical Work in Photo-Copying, Photostating and Use of Other New Equipment | Laboratory Instructor |
| 17 | 1 hr. | Bacteria and Its Relation to Sabotage | Laboratory Instructor |
| 18 | 5 hrs. | Practical Problems in Sabotage Methods | Laboratory Instructor |
| 19 | 5 hrs. | Practical Work: (a) questions and discussions on lock problems of carrying cases and similar locks; (b) elementary sound recorder practices; (c) new problems in preparing evidence for shipment or retention | Laboratory Instructor |
| 20 | 2 hrs. | Review of Laboratory Procedures and Panel Forum | Laboratory Instructor |
| 21 | 3 hrs. | Latent Fingerprints | Mr. Potter |
| 22 | 1 hr. | Review of Practice Problems | Mr. Potter |

GENERAL PHASES OF COURSE

| | | | |
|----|--------|---|--------------------------------------|
| 23 | 4 hrs. | Panel Forum - Investigative Division | Mr. E. A. Tamm, Mr. Rosen & Staff |
| 24 | 1 hr. | Panel Forum - Training and Inspections Division | Mr. Nathan, Mr. Kummel & Staff |
| 25 | 4 hrs. | Panel Forum - Administrative Division | Mr. Tolson, Mr. Glavin & Staff |
| 26 | 2 hrs. | Panel Forum - Identification Division | Mr. Ladd, Mr. C. Tamm & Staff |

| <u>ITEM NO.</u> | <u>TIME</u> | <u>SUBJECT</u> | <u>LECTOR AND ALTERNATE</u> |
|-----------------|-------------|--|---------------------------------------|
| 27 | 3 hrs. | Panel Forum - National Defense Division | Mr. E. A. Tamm, Mr. Carson & Staff |
| 28 | 5 hrs. | Surveillances and Plants | Training Staff |
| 29 | 5 hrs. | Report Writing | Training Staff |
| 30 | 4 hrs. | Moot Court | Training Staff |
| 31 | 1 hr. | Salesmanship by Bureau Agents | Mr. Nathan |
| 32 | 4 hrs. | Interviews and Confessions | Training Staff |
| 33 | 4 hrs. | Practical Investigative Problem | Training Staff |
| 34 | 3 hrs. | Descriptions of Persons | Training Staff |
| 35 | 2 hrs. | Searches of Persons | Training Staff |
| 36 | 4 hrs. | Practical Work in Use of Restraining Devices | Mr. Goudge |
| 37 | 12 hrs. | Gymnasium (1 hr. daily for 12 days) | Mr. Goudge |
| 38 | 5 days | Firearms Training | Training Staff |
| 39 | 2 hrs. | Written Examination | Training Staff |

13572

13573

SJT:CEC:FML

December 19, 1940

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion that the Bank Robberies and Bank Burglaries Memorandum, revised monthly and sent to the Office of the Director, be discontinued so far as the maintenance of this Memorandum in the Director's Office is concerned.

The information contained therein will, of course, be kept current by the Bank Robbery Supervisor in the Investigative Division.

There were present at the Conference, Messrs. E. A. Tamm, Harold Nathan, D. M. Ladd, A. Rosen, and S. J. Tracy.

Respectfully,

For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN 66-6321

Mr. Tolson

Mr. Clegg

CC - Mr. Glavin

Mr. E. A. Tamm

Mr. Foxworth

Mr. Nathan

Mr. Ladd

Mr. Egan

Mr. Glavin

Mr. Nichols

Mr. Hendon

Mr. Rosen

Mr. Tracy

Miss Gandy

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/96 BY SP5/LMS

28

0 Conference Conference

13574

URG:lrđ

December 19, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Foxworth, Tracy, Ladd, Rosen, Quinn Tamm, Kuhnelt, and Glavin considered a suggestion made by SAC Stein that whenever any employee is appointed to the Bureau, the Field Office in which the employee's parents reside should be notified, the thought in mind being that the parents of the employee will undoubtedly have a very great interest and will be glad to cooperate and act as sources of information in cases of nationalistic matters.

The Conference was of the unanimous opinion that such a procedure would be undesirable at the present time and recommends that such notifications not go forward to the field now. It would be necessary to keep the field advised as to changes in the status of an employee if he were to leave the service, and it is not believed that the benefits accrued would offset the work entailed.

Subject to your approval there is attached hereto a communication addressed to Mr. Stein concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

H. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/98 BY SP5CJ/DM5

Attachment

NOT RECORDED

66-2564

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

December 18, 1940

13575

MEMORANDUM FOR THE DIRECTOR

RE: ADOPTION OF MODEL 81
REMINGTON AUTOLOADING RIFLE

0

The Executives Conference, consisting of Messrs. Rosen, Foxworth, Tracy, Ladd, Nichols, Glavin, E. A. Tamm and Nathan, again considered the matter of adopting the Model 81 Remington Autoloading Rifle, Caliber .30 Remington, in lieu of the .30'06 Bolt Action Rifle and the .351 Winchester Self-Loading Rifle, presently used by the Bureau.

Mr. Nathan reported that a special committee consisting of Messrs. Ladd, Connelly, Q. Tamm, Espey, Baughman and Nathan, had met in accordance with instructions and had unanimously recommended the adoption of the Model 81 Remington Rifle, in place of those now in use by the Bureau. The following report of this committee was read to the conference:

"Today (12/13/40) a meeting was held in the office of Mr. Nathan, there being present Messrs. Nathan, Ladd, Connelly, Q. Tamm, Espey and Baughman, to consider the recommendation that the Bureau adopt the Model 81 Remington Autoloading Rifle, Caliber .30 Remington, in lieu of the .30'06 Bolt Action Rifle and the .351 Winchester Self-Loading Rifle, presently used by the Bureau.

"At this meeting it was recommended that the Remington Model 81 Rifle, Caliber .30 Remington be adopted by the Bureau with the changes heretofore outlined. A sample rifle, with the changes made, was exhibited at the conference, and the rifle desired by the Bureau is #11307. (The special identification number given to this sample gun by the Remington Company is ID-126.)

"In replacing the other weapons with the Model 81 Remington, it is recommended that the weapons be called in from the field only as they are replaced by the Remington Model 81, and that the .351's and .30'06's, when completely replaced, be declared surplus.

"It is, of course, understood that the rifles should not be sent in as surplus until the entire field personnel has had instruction in the use of the Model 81 Remington."

This report was signed by Messrs. Ladd, Connelly, Q. Tamm, Espey, Baughman and Nathan.

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/90 BY SP5/CLM/S

66-2554

ORIGINAL FILED IN 66-3760-2814

It was pointed out that this confirms previous recommendations and reports of all firearms men who considered the question of the replacement of this gun, i.e., Messrs. Espey, Baughman, Logan, Sloan, J. C. Kennedy, Walsh, Carlson, Fitch, Nitschke, and Bryce, with the exception that Mr. Bryce desires an open rear sight rather than a peep sight. All other firearms experts, as well as the Bureau officials who considered this matter, believed a peep sight was preferable. The substitution and purchase of this rifle was also recommended by SAC Newsom, who is a firearms expert, and SAC Brantley.

The Conference was unanimously in favor of adopting this gun.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

WRG:lrd

December 18, 1940

13577

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference considered the policy of the Bureau regarding carrying employees on leave without pay when such employees are called into active military service. Members of the Conference present were Messrs. E. A. Tamm, Nathan, Ladd, Rosen, Foxworth, Tracy, Nichols, and Glavin.

Mr. Glavin pointed out to the Conference that under the most recent circular submitted by the Assistant to the Attorney General, Mr. Mathew F. McGuire, circular number 3432 dated October 21, 1940, Mr. McGuire reports as follows:

"In accord with the over-all governmental policy, the Department of Justice will encourage its employees to respond to such orders and will do everything possible to protect the security of the employee's position during his absence. The employee will be granted any leave benefits to which he is legally entitled and will thereafter be carried on leave without pay status during the period of time he serves with the armed forces. Any appointment made to fill his position will be of an indefinite nature and the employee so appointed will be informed that he is occupying the position of an employee who is temporarily on active military duty. In the event the position is abolished during his absence due to organizational changes, every effort will be made to place him in a position of equal status and pay upon his return."

It was further pointed out to the Conference that this matter had been discussed from time to time with Mr. Ford, Assistant Chief Clerk of the Department, who had stated that a person could be placed on leave without pay or could resign from the service, whichever the administrative head of the division involved desires.

ORIGINAL FILED IN 66-2007-1714

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/90 BY SP5C/110MS

NOT RECORDED
66-2544

13578

MEMORANDUM FOR THE DIRECTOR -2-

December 18, 1940

The Conference was further advised that further contact was made with Mr. Ford of the Department and specific inquiry was made of him as to the policies of the Department at this time. Mr. Ford advised Mr. Glavin that the people in the Administrative Division who have been called to active military service have been placed on leave without pay and that he is of the opinion that without exception this policy will be followed in the Department.

The Conference is of the opinion that the Bureau should establish a policy which is the same as the Department's and recommends unanimously that employees being called for active service, whether in the reserves or under the selective service act be placed on leave without pay until their return from such active military duty.

If the Director approves, appropriate memoranda to all division heads and to the field will be prepared.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

13579

WRG:lrd

December 18, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the policy of the Bureau regarding carrying employees on leave without pay when such employees are called into active military service. Members of the Conference present were Messrs. E. A. Tamm, Nathan, Ladd, Rosen, Foxworth, Tracy, Nichols, and Glavin.

Mr. Glavin pointed out to the Conference that under the most recent circular submitted by the Assistant to the Attorney General, Mr. Mathew F. McGuire, circular number 3432 dated October 21, 1940, Mr. McGuire reports as follows:

"In accord with the over-all governmental policy, the Department of Justice will encourage its employees to respond to such orders and will do everything possible to protect the security of the employee's position during his absence. The employee will be granted any leave benefits to which he is legally entitled and will thereafter be carried on leave without pay status during the period of time he serves with the armed forces. Any appointment made to fill his position will be of an indefinite nature and the employee so appointed will be informed that he is occupying the position of an employee who is temporarily on active military duty. In the event the position is abolished during his absence due to organizational changes, every effort will be made to place him in a position of equal status and pay upon his return."

It was further pointed out to the Conference that this matter had been discussed from time to time with Mr. Ford, Assistant Chief Clerk of the Department, who had stated that a person could be placed on leave without pay or could resign from the service, whichever the administrative head of the division involved desires.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 1323,913
DATE 7/17/96 BY SP5C110MS

December 18, 1940

The Conference was further advised that further contact was made with Mr. Ford of the Department and specific inquiry was made of him as to the policies of the Department at this time. Mr. Ford advised Mr. Glavin that the people in the Administrative Division who have been called to active military service have been placed on leave without pay and that he is of the opinion that without exception this policy will be followed in the Department.

The Conference is of the opinion that the Bureau should establish a policy which is the same as the Department's and recommends unanimously that employees being called for active service, whether in the reserves or under the selective service act be placed on leave without pay until their return from such active military duty.

If the Director approves, appropriate memoranda are to all division heads and to the field will be prepared.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

COPY
hvw

AR:AI

December 17, 1940

MEMORANDUM FOR THE DIRECTOR

13581

The Executive Conference considered the necessity for continuing the submission of statistical reports covering the period July 1 to September 30, 1940, based upon examination of data included in investigative reports dealing with complaints of criminal violations within the jurisdiction of the FBI, in accordance with the question raised by Mr. Tolson.

Those in attendance were Messrs. Tolson, Nathan, Foxworth, Glavin, Quinn Tamm, Ladd, Nichols, Tracy, Carson, Harbo and Rosen.

All of those in attendance, except Messrs. Tolson, Nathan and Foxworth, voted for the continuance of the submission of all of the reports contained in the memorandum dated November 19, 1940, a copy of which is attached hereto. This is a typical statistical quarterly report. It was pointed out to the Conference that the continuance of this practice was desirable inasmuch as it serves as a basis for interviews with SAC's and also should be continued inasmuch as it requires only a negligible amount of work according to Mr. Harbo.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Director Notation
"Just what does Harbo
mean by "negligible"?
How many persons are used on this?"
H.

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2362-1782A

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/96 BY SP5CJ/005

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DML:jm

December 16, 1940

MEMORANDUM FOR THE DIRECTOR

13582

At a meeting of the Executive Conference on December 12, 1940, which was attended by Messrs. Tolson, Foxworth, Nathan, Nichols, Carson, Glavin, Rosen, Quinn Tamm and Ladd, the request of Special Agent in Charge Sackett of the New York Office for a portable x-ray to be assigned to the New York Office was considered and the Conference was unanimously opposed to furnishing such equipment.

It was pointed out that x-ray equipment is dangerous in the hands of anyone not knowing fully how to operate it inasmuch as exposure to the rays might cause deterioration of the skin.

In the event you approve of the action of the Executive Conference, a letter will be prepared for Mr. Sackett.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

80-617-32

NOT RECORDED 66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/90 BY SP5C110mS

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HN:CSH

December 11, 1940

MEMORANDUM FOR THE DIRECTOR 13583

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The Executives Conference, consisting of Messrs. Tolson, Q. Tamm, D. Ayton, E. A. Tamm, Ladd, Tracy, Nichols, Glavin, Rosen and Nathan, considered a communication of December 4th from SAC McCormack at Puerto Rico. McCormack advises there is a strong possibility that a new Chief of Insular Police may be named in the near future; that unless some outside influence is brought to bear the new Chief will no doubt be named from among the political leaders in San Juan, and suggests that the Bureau might want to suggest the name of Jose Hernandez, NPA graduate in Puerto Rico.

The Conference unanimously felt that it would be undesirable for the Bureau to attempt to exert any influence, either in Washington or elsewhere, in favor of any candidate or any possible appointee for this post. A letter to McCormack is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Director's Notation
"O. K. H."

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/90 BY SP5EJ/oms

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13584

December 10, 1940

MEMORANDUM FOR THE DIRECTOR

The Executives Conference considered the attached suggestion by Mr. Clegg that we establish field superintendent areas.

The members of the committee were opposed to this, the main reason being that it would create a super-structure in the way of authority and thus decentralize our activities.

Clyde Tolson

Director's Notation

"I am definitely opposed to such a system at this time. We already have more than enough supervision if it really functioned. H."

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110MS

December 9, 1940

QT;mac

MEMORANDUM FOR THE DIRECTOR

13585

The Executive Conference, Messrs. E. A. Tamm, Ladd, Nichols, Glavin, Rosen, Nathan, Tracy and Quinn Tamm being present, considered the present method of handling fingerprint cards transmitted to the Identification Division by the Office of Naval Intelligence and by the Military Intelligence Division. This problem arises, of course, with the changed policy which enables commercial concerns to submit the fingerprint cards directly to the Identification Division and the answers to be transmitted to the Office of Naval Intelligence and the Military Intelligence Division.

The Conference was advised that the Identification Division presently transmits replies to such fingerprint cards to the Office of Naval Intelligence by a special signature letter forwarded under personal and confidential cover. It is further noted that such fingerprint cards are stamped in the Identification Division as personal and confidential and are not again quoted in the criminal record.

The Conference unanimously recommends that fingerprint cards of this nature received in the Identification Division in the future be handled in the same manner in which any applicant fingerprint card is handled, namely, that regularly designated copies of the record be transmitted in purely routine fashion to the Office of Naval Intelligence and to the Military Intelligence Division; that the applicant fingerprint card from a commercial concern be listed in the ordinary manner on the criminal record and that the fingerprint card in the future not be treated as personal and confidential.

If you approve, proper instructions will be issued to the Identification Division.

Respectfully,
For the Conference,

Clyde Tolson, chairman

W. R. Glavin, Secretary

Director's Notation
"O. K. H."

ORIGINAL FILED IN 66-1631-100

NOT RECORDED

66-2554

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DEL:GS

December 6, 1940

MEMORANDUM FOR THE DIRECTOR

13586

At a meeting of the Executive Conference held on December 5, 1940, which meeting was attended by Messrs. E. A. Tamm, Nathan, Foxworth, Nichols, Glavin, Rosen, Tracy, Quinn Tamm and Ladd, the proposed article for distribution to police officials on bombs and explosives was discussed.

Mr. Ladd pointed out to the Conference that the publication of this article and the furnishing of it to law enforcement officers had previously been approved by Messrs. Tolson, E. A. Tamm, Clegg, Carson, Coffey and Ladd, and that the matter had been discussed with Mr. Connelley. The telegram from Mr. Connelley in San Francisco was read to the Conference and they were fully advised with reference to his objections to the publishing of this article.

Mr. Ladd also pointed out to the Conference that following the receipt of the objections from Connelley, he had the matter gone over by Dr. E. C. Storm of the War Department, who is one of the outstanding experts in the country on explosives, and that Dr. Storm stated it was a very fine article and treated the subject matter adequately.

The Executive Conference was unanimously in favor of printing this article in pamphlet form for distribution to law enforcement agencies. Mr. E. A. Tamm suggested that this article likewise be published in the FBI Law Enforcement Bulletin at an early date and this suggestion was likewise unanimously approved by the Executive Conference.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/13/90 BY SP5C110MS

NOT RECORDED

66-2554-

ORIGINAL FILED IN 80-620-183X1

DELAGS

December 6, 1940

13587

MEMORANDUM FOR THE DIRECTOR

OC
At a meeting of the Executive Conference held on December 5, 1940, which meeting was attended by Messrs. E. A. Tamm, Nathan, Foxworth, Nichols, Glavin, Rosen, Tracy, Quinn Tamm and Ladd, the suggestion of Special Agent W. H. Espey that a small portable outdoor loud speaker be obtained for use on the range in firearms instructing work was considered.

It was pointed out to the Conference that such equipment similar to that presently being used by the Marines on their ranges in their instruction work could be obtained for approximately \$250.

The Conference was unanimously in favor of obtaining such equipment.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECORDED
INDEXED
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NOT RECORDED

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ORIGINAL FILED IN 66-3760-50-721X1

OK

WAG:MTS

December 6, 1940

MEMORANDUM FOR THE DIRECTOR

13588

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Tracy, Foxworth, Rosen, and Glavin, considered a suggestion submitted by Robert F. Keefe, Communications Section, that a new code word, ARIAX be used to denote, "Arrange immediate interview and examination with the following . . ."

Mr. Keefe points out that at the present time there are a tremendous number of wires going out to the field to arrange interviews and examinations and by the use of such a code word there will be considerable saving of time and money.

The Conference recommends approval of this suggestion. There is attached a memorandum to the Chief Clerk, instructing that such a code word be used in the future. There is also attached a communication addressed to Mr. Keefe, thanking him for his suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

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TOLSON

December 6, 1940

MEMORANDUM FOR THE DIRECTOR

Y113
The Executive Conference, consisting of Messrs. Tolson, Foxworth, Tracy, Ladd, Rosen, Quinn Tamm, Kuhlmeier, and Glavin, considered the recent law, Public Law No. 881, 76th Congress, which changed the judicial district in the State of Tennessee.

Under this law, eight counties previously under the jurisdiction of the Memphis Office have been transferred to the Eastern Judicial District from the Middle District. The work of the Eastern District is handled out of the Knoxville Office.

The Conference is of the unanimous opinion that these counties should be transferred to the Knoxville Office. There is attached hereto a communication addressed to the Memphis Office, with a carbon copy to the Knoxville Office, concerning this matter, as well as a memorandum for the Chief Clerk to have a change in the territorial allocation list made.

Respectfully,
For the Conference

W. J. Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

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7/17/90
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ORIGINAL FILED IN

WRG:MTS

December 6, 1940

MEMORANDUM FOR THE DIRECTOR

13590

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by
The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Tracy, Foxworth, Rosen, and Glavin, approved for submission to the field the attached form communication regarding the modified provisions of the Eight Hour Law.

For the information of the Director, previous to the modification of September 9, 1940, all contractors with whom the Bureau dealt had to abide by the Eight Hour Law. Under the present emergency there have been modifications of this law for labor service and the field is being so advised so that as additional contracts are made from time to time they will not request compliance with provisions of the Eight Hour Law which have been modified.

Respectfully Submitted,
For the Conference

Clyde Tolson
Chairman

W. A. Glavin
Secretary

ORIGINAL FILED
66-3941-63

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/90 BY SP5CUM/S

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HM:CSH

December 3, 1940

13591

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Nichols, E. A. Tamm, Q. Tamm, Rosen, Ladd and Nathan, considered the suggestion of Mr. Gouge that there be devoted a certain period daily, between 2 and 3 p.m., to the activity of a handball and volley ball league, as well as instruction in disarming and offensive and defensive tactics.

The Conference disapproved the recommendation, being of the opinion that emphasis should not be placed on recreational features in connection with physical training. It was also felt that the physical training should take preference over any re-instruction in disarming and offensive and defensive tactics.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C110mJ

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-4782-963

HN:QSH

December 3, 1940

13592

MEMORANDUM FOR THE DIRECTOR

On November 30th, the Executives Conference, consisting of Messrs. E. A. Tamm, Q. Tamm, Nichols, Rosen, Ladd and Nathan, considered the present status of a suggestion of the firearms experts that there be substituted for the present 30.06 and .351 refills a number 30 Remington, Model 81 Autoloading Rifle.

It will be noted that Messrs. Espey, Carlson, Fitch, Walsh, Kennedy, Baughman, Nitschke, and Logan have approved this rifle, with certain specified changes. Special Agent Bryce has approved it, with the exception that he desires an open rear sight, rather than a peep sight, as specified.

The Conference decided that before taking final action on this recommendation arrangements should be made to bring before the Conference, when all members were present, Messrs. Baughman and Espey, in order that certain problems in connection therewith might be placed before the Conference. It was also decided that this Conference should be held at a time when Assistance Director Connelley might be present.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

323,613
7/17/90 SP5:110m5

66-2554

ORIGINAL FILED IN

66-2554-25

EAT:DS

November 27, 1940

13592

MEMORANDUM FOR THE DIRECTOR

323,613
7/17/90 SP5C110mS

Concerning the suggestion of Mr. Gurnea that the Bureau draw up an appropriate plan as to the actual methods which will be employed in the various field office districts in picking up those persons who are selected for custodial detention in the event of a national emergency, the Executive Conference has considered this suggestion.

Mr. Clegg suggests that the Bureau request the Bureau of Prisons to furnish us with a list of approved jails throughout the country, together with their capacity, and that thereafter the Bureau write to the field offices furnishing them with the data furnished for their information in the event it becomes necessary to exercise custodial detention. Mr. Tolson, Mr. Nathan, Mr. Nichols, Mr. Tracy, Mr. Clegg, Mr. Ladd, and Mr. G. Tamm favor this procedure.

Mr. E. A. Tamm recommends that each Special Agent in Charge be requested to submit a detailed outline as to just how the custodial detention arrests will be made in his district, setting forth specifically the identity of the law enforcement agencies that will participate, the places where prisoners will be detained, the hours of arrests, etc. After this material has been received Mr. Tamm suggests that it be carefully reviewed in the Bureau and if approved, returned to the submitting office with such comments and observations as appear necessary, for maintenance in the individual field offices as a proposed plan of action in the event it becomes necessary to exercise custodial detention. Mr. Tamm expressed the view that by this method the Agents in Charge would be compelled to give some thought to this program and to make some plans for it. Mr. Glavin, Mr. Hince and Mr. Rosen concur in Mr. Tamm's recommendation.

Those in attendance were Messrs. Tolson, Nathan, Nichols, Tracy, Clegg, Ladd, G. Tamm, Glavin, Hince, Rosen and E. A. Tamm.

Respectfully,
For the Conference

NOT RECORDED

66-2554

Clyde Tolson, Chairman E. A. Glavin, Sec'y

HM:GSH

November 19, 1940

13594

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. E. A. Tamm, Rosen, Ladd, Q. Tamm, Glavin, Hince, Clegg, Tracy and Nathan, considered the proposal for painting the Quantico Barracks Building. Mr. Nathan reported that Mr. Baughman had informed him that the commanding medical officer at Quantico had indicated there would be no ill physical effects suffered by the trainees there from the painting.

Messrs. Nathan, Rosen, Ladd, Q. Tamm, E. A. Tamm and Glavin were in favor of postponing all interior painting at the present time because of their opinion that this could not be done in view of the present congested condition of the interior of the barracks.

Mr. Hince was in favor of painting the basement and first floor, as suggested.

Messrs. Clegg and Tracy were in favor of painting anything possible.

All members of the Conference were unanimously of the opinion that the outside of the building should be painted.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5CJL/oms

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-3760-50-743

LAH:MET

November 13, 1940

13595

MEMORANDUM FOR THE DIRECTOR

Those present were:
Messrs. Tolson, Glavin,
Nichols, Tracy, Rosen,
Ladd, Q. Tamm, Carson and
Hince.

The Executive Conference further considered the pending question with reference to the adoption of the Remington Model 81 Auto-Loading Rifle to replace the .30'06 rifle and the .351 rifle.

The Conference was informed that the Bureau's firearms instructors both at the Seat of Government and in the field had unanimously recommended the adoption of the Remington Model 81 rifle. The Conference was also informed of the suggestions made by the firearms instructors that this rifle if approved by the Bureau be equipped with a blade front sight, a Lyman rear bead sight and a modified stock.

The Conference was informed of the inquiry made by Mr. Baughman of the Remington Arms Company officials and of information furnished by the Remington Company that they would make the changes suggested by the Bureau's firearms instructors without cost except that the type of sights desired would be \$3.85 more expensive per weapon.

The Conference was unanimously of the opinion that the Bureau should adopt the Remington Model 81 auto-Loading Rifle caliber .30 and should order a sufficient supply of these guns to replace the present .30'06 rifle and the present .351 rifle. Before this is done though the Conference recommended that the detailed description of the action to be taken by the Bureau be furnished to all firearms instructors both in the field and at the Seat of Government and that a signed statement be obtained from each instructor as to whether he approves or disapproves this action.

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/96 BY SP5C/10ms

ORIGINAL FILED IN 66-2554-2

Memo - Director
Page 2

November 13, 1940

13598

The Conference recommended that as deliveries are made of the Model 81 Remington rifle, the Bureau's present supply of .30'06 and .351 rifles be called in and declared surplus.

If approved, a letter to all Bureau firearms instructors enclosing a statement to be filled in by the firearms instructors and returned to the Bureau, is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

WRG:NTS

November 2, 1940

MEMORANDUM FOR THE DIRECTOR

13597

0
The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Nathan, Ladd, Quinn Tamm, Nichols, Rosen, Lawler, and Glavin, considered the desirability of painting the Quantico Barracks at this time.

The Conference was advised that a survey had been made by Mr. Dodson of the Federal Works Agency, Painters Division, wherein Mr. Dodson recommended certain painting, advising that it would take 20 men about two weeks to do the painting and cost between \$4,000 and \$5,000 for the job.

Further contacts were made concerning this painting job to determine whether Dodson's estimates were in line with other estimates which might be secured. Calls were made at several of the commercial painting houses in the city and they expressed absolutely no interest in accepting any painting job at Quantico. Contact was made with paint manufacturers and a representative of the Sherwin-Williams Paint Company gave an estimate as to the work at Quantico, stating that it would cost about 6¢ a square foot and approximately \$3,600 at a minimum for the job.

Mr. Nathan pointed out that he is against any painting at Quantico at the present time, in view of the fact that such a paint job at this time, when the barracks is filled to capacity, would materially hamper the training program at Quantico.

The Conference is of the opinion that no further action should be taken looking toward the painting of the Quantico Barracks now, that this matter should be held until Spring before any affirmative action is taken.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

323,017
7/17/90
SP5C110MS
NOT RECORDED

66-2554

October 10, 1940

MEMORANDUM FOR THE DIRECTOR

ms. Encl

The Executive Conference consisting of Messrs. Tolson, Clegg, Glavin, Ladd, Rosen, Quinn Tamm, Lawler and Tracy, considered the recommendations of the committee composed of Messrs. Nichols, Glavin and Clegg with reference to extending an invitation to graduates of the FBI National Police Academy to become Special Agents of the Bureau. The following procedure is recommended by the sub-committee:

1. A review be made of summarized data in booklets maintained in the Crime Records Division concerning each FBI NPA graduate.

2. That the Bureau communicate by telephone with all Special Agents in Charge requesting them to advise the Bureau within 24 hours of any information known to them or employees of their respective offices concerning the undesirability from a standpoint of character and fitness of graduates in that division.

3. That a memorandum summarizing the information in the Bureau files and the information furnished by the Special Agents in Charge be prepared with recommendations as to whether the invitation should be extended to such graduates.

4. That a letter (a copy of a suggested letter is attached hereto) be addressed to the Chief of Police, or in the event the graduate is a Chief, to the Mayor of the city or to other proper superior official if connected with a county or state organization, informing such official that an invitation will be extended within a few days to the graduate to volunteer his services as a Special Agent of the FBI during the period of the existing emergency.

5. Three days after the transmittal of the above-mentioned letter, letters should be sent to the graduates of the Academy individually as approved extending them an invitation to become Special Agents for the period of the emergency at a salary of \$3,200 per year and call their attention particularly to the hazards and difficulties of the position. No application form would be sought at this time and when the graduates arrive in Washington to take

Mr. Tolson _____
 Mr. Clegg _____
 Mr. E. A. Tamm _____
 Mr. Foxworth _____
 Mr. Nathan _____
 Mr. Ladd _____
 Mr. Egan _____
 Mr. Glavin _____
 Mr. Nichols _____
 Mr. Hendon _____
 Mr. Rosen _____
 Mr. Tracy _____
 Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 7/17/90 BY SP5CJ/MS

ORIGINAL FILED IN 1-4-4034X

Memo for the Director

- 2 -

the course of training and after photographs are made for the commission cards, additional copies can be used to affix to application forms which should then be made out in detail for record purposes. (A copy of proposed letter is attached).

6. The letter will call upon the graduate to indicate by wire his desire to become a Special Agent within five days after the receipt of the letter of invitation.

7. Those who accept the invitation it is recommended should be instructed to report to Washington for training. It is recommended the classes be assembled in groups of 60 and that each training class of these graduates operate for a period of four weeks during which the principal subjects of instruction will be Rules and Regulations, Report Writing, Interviews, Investigations of applicants, National Motor Vehicle Theft Act, White Slave Traffic Act, Theft of Interstate Shipment, Location of fugitives and draft evaders as the type of instruction on which emphasis should be placed. The classes are to begin just as soon as they can be assembled.

8. It is recommended that a press release be prepared to be issued simultaneously with the mailing of the letters to the Chiefs or Mayors.

Messrs. Tolson, Glavin, Egan, Tracy, Clegg (and subsequently Mr. Nichols outside of conference) voted in favor of the report of the sub-committee with the understanding that the graduates who fell in such classes as fugitives from justice and those of known bad character would not be offered appointments and with the further understanding that they take the physical examination given to regular Agents, and that they qualify in this respect. The reason advanced by those favoring the sub-committee's report as above was the necessity of obtaining personnel.

Mr. E. A. Tamm recommended that these men be appointed with the title of Special Employee at a salary of \$2,600 per year, and that they be re-assigned to work in the communities in which they now reside.

Messrs. Ladd, Quinn Tamm, Lawler and Rosen were opposed to the suggestion for the reasons that serious disciplinary problems could obviously arise; that many of them were very poorly educated, some having difficulty with reading and writing; their personalities

Memo for the Director

- 3 -

13500

were below the standards insisted upon for Special Agents; Chiefs of Police would become dissatisfied with the Bureau taking their personnel; it would interfere with and probably stop the successful operation of the National Police Academy; it would destroy the contacts in the various departments as represented by the graduates at present who are, in many instances, actively aiding the Bureau; those who would not be accepted for any reason whatsoever would become dissatisfied; those who would later have to be dismissed for any reason would become dissatisfied, and Chiefs such as Chief Hood of Norfolk, Virginia, who now makes his entire department available if called upon, would be replaced by some other Chief whose enthusiasm for the Bureau might be less.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. H. Glavin
Secretary

cc-Mr. Glavin

NRG:ldd

January 28, 1941

* 10525

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nathan, Ladd, Quinn Tamm, Tracy, Pennington, and Glavin considered a suggestion made by Mr. Coffey that keys to all terminal boxes and electrical wire shafts in the building as well as a key to the padlock on the vault located on the eighth floor be furnished the Technical Laboratory so that it will be possible to gain entrance in emergencies requiring immediate line checks, tests, fuse replacements, etc., when the building maintenance and the electrical force is not available.

Mr. Ladd pointed out that at the present time when entrance must be gained to the shafts it is necessary to secure keys from the building maintenance force.

The Conference is of the opinion that it would be desirable to have such keys assigned to the Laboratory and if the Director approves, an appropriate request will be made of Mr. Quinn of the Department to furnish these keys to us.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECORDED & INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/LMS

66-2554-1917X
FEDERAL BUREAU OF INVESTIGATION

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U. S. DEPARTMENT OF JUSTICE

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January 28, 1941

15526

EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Selective Service" and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Tolson, Nathan, Ladd, Foxworth, Nichols, Rosen, Quinn Tamm, Glavin, Tracy and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C/10MS

Office
66-3761

January 24, 1942

13527

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference, Messrs. E. A. Tamm, Nathan, Ladd, Nichols, Glavin, Drayton, Fournington, Tracy and Quinn Tamm being present, considered the suggestion submitted by Helen A. Kinzel, Stenographer of the Los Angeles, California Office that provisions be made on the form letter used by the Field Office requesting dispositions for the FBI number to be placed on form letters.

The Conference unanimously is of the opinion that the present form letter used in requesting dispositions should not be changed. It is pointed out that the FBI number can presently be typed on this particular form letter.

If you approve, there is attached hereto a letter addressed to Helen Kinzel so advising her.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

H. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/8/90 BY SP5C110MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-3761-253

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January 24, 1941

13528

MEMORANDUM FOR THE DIRECTOR

3
The Executive Conference, Messrs. E. A. Tamm, Nathan, Ladd, Glavin, Egan, Foxworth, Pennington, Tracy and Quinn Tamm being present, considered the question of policy arising in the submission of fingerprint cards by bureaus to the Identification Division of the Bureau.

Q
You are advised that in certain confidential concerns fingerprint cards are being transmitted directly to the Bureau by either the Naval Inspector or Air Corps Inspector previously assigned to that particular concern with the request that such fingerprint cards be forwarded directly to the Navy or War Department Inspectors.

The Conference does not feel that it is advisable to submit these records directly to the Inspector in any particular concern and if you approve the policy will be placed in effect of transmitting such fingerprint inquiries to the War or Navy Department Inspectors here at Washington and not forwarding them to the Naval or War Department Inspectors in any domain. It is believed that this will be the safer procedure as far as the Bureau is concerned.

Subject to your approval there is attached hereto a letter to the Special Agent in Charge, Memphis, Tennessee advising him of this policy as well as a letter to an Assistant Naval Inspector at the Todd Shattles Day Locks, Inc., Seattle, Washington advising him of the Bureau's policy.

Respectfully,
For the Conference,

Elyse Tolson, Chairman

E. A. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C/10MS

ORIGINAL FILED IN 79-0-2248

WRG:MTS

January 21, 1941

13529

MEMORANDUM FOR THE DIRECTOR

ms

The Executive Conference, consisting of Messrs. Tolson, Nathan, Ladd, Quinn Tamm, Nichols, and Glavin, considered a suggestion made by Chief Clerk W. L. Phillips of the Philadelphia Office that monthly administrative reports be sent by the field to the Bureau under registered mail in view of the fact that these reports contain very pertinent information regarding the national defense at the present time.

The Conference is unanimously opposed to adopting this procedure and there is attached hereto a communication addressed to Mr. Sears of the Philadelphia Office concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

FILED IN 66-2119-223

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/96 BY SP5C110ms

WRC:jh

January 21, 1941

13530

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan, Ladd, Foxworth, Rosen, Quinn Tamm, Glavin, and Tracy considered a suggestion submitted by Stenographer Joseph F. Melan of the El Paso Office that a revised charge-out slip form be prepared for field use.

Mr. Melan pointed out that it is difficult to maintain a neat and easily checked record of serials charged out and he is of the opinion that if a lined charge-out slip were used this record would be more easily understood.

The Conference is unanimously opposed to making any change in the charge-out slip at the present time, pointing out that if additional charge-outs are made, additional slips should be prepared and that if this policy is followed, there should be no difficulty in maintaining the charge-out record properly.

Subject to the Director's approval, there is attached hereto a communication addressed to Mr. Melan regarding his suggestion.

Respectfully,
For the Conference

E. A. Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/96 BY SP5C/10MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-7284-2

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

SJT:HCB

January 21, 1941

MEMORANDUM FOR THE DIRECTOR

Re: Confidential Informant
Index File.

| | |
|----------------|---|
| Mr. Tolson | ✓ |
| Mr. Clegg | |
| Mr. E. A. Tamm | |
| Mr. Foxworth | |
| Mr. Nathan | |
| Mr. Ladd | |
| Mr. Egan | |
| Mr. Glavin | |
| Mr. Nichols | |
| Mr. Hendon | |
| Mr. Rosen | ✓ |
| Mr. Tracy | ✓ |
| Miss Gandy | |

Mr. Nichols and Mr. Tracy presented to the Executives Conference on January 9, 1941, a recommendation that the Confidential Informant Index File presently maintained in the Chief Clerk's Office be transferred to the National Defense Division for the following reasons:

- (1) This index file is maintained for the sole and exclusive use of Divisions 5 and 1. The Administrative Division has no need for any of the information contained therein.
- (2) By the transfer of this work to Division 5, one step in routing will be eliminated. This would be a saving to the Files Section and to the Chief Clerk's Office.
- (3) The necessity for a supervisor in the Chief Clerk's Office to review each piece of correspondence in order to check the index card prepared will be avoided by such a transfer. It presently takes about one and one-half hours of supervisory time.

By being maintained in Division 5, the index cards can be prepared at the time of the approval by the National Defense supervisor of the letters from the field furnishing information on confidential informants. The procedure is for such correspondence to be reviewed by a supervisor who checks the Bureau's files, then forwards the communication to Mr. Tamm for his personal approval of the use of the informant in accordance with the Director's instructions. It would be more efficient and would be a saving of time if the index cards were prepared prior to the submission of the names to Mr. Tamm for his personal approval. After approval they could be returned to the National Defense supervisor within the same Division where they could be filed.

There were present at the conference Messrs. Tamm, D. M. Ladd, A. Rosen, W. R. Glavin, L. B. Nichols, and S. J. Tracy. All except Mr. Nichols and Mr. Tracy recommended the continued maintenance of these records in the Chief Clerk's Office.

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| FEDERAL BUREAU OF INVESTIGATION | |
| U. S. DEPARTMENT OF JUSTICE | |
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Memorandum for the Director

- 2 -

January 21, 1941

It was also suggested by Mr. Nichols and Mr. Tracy that all names and all symbols of confidential informants be indexed in the Files Section and that such correspondence be classified and recorded as is done with all other types of mail prior to routing. It was brought to the attention of the Conference that the present practice was for an employee in the Chief Clerk's Office to "ink out" the symbol of the confidential informant as submitted by letter, together with the name of the informant, from the field. This takes a considerable period of time and in view of the fact that the information would not be available by indexing in the Files Section, the Conference was unanimously in favor of the adoption of this suggestion. It has already been put into effect pending the Director's approval.

It was suggested by Mr. Nichols and Mr. Tracy that a letter be prepared to all SAC's, calling attention to the sources of information, confidential informants, and contacts insofar as they affect the maintenance of the confidential informant file at the Seat of Government. The Conference was of the opinion that the instructions being issued by Inspector Gurnea as he goes from one field office to another, together with such letters as have already been sent out to the field, will adequately take care of this situation. The Conference was advised that the reason for this suggestion was the recent submission to the Bureau of a list of 1400 names of bankers, cashiers, tellers, etc. for listing as confidential informants, when they were in fact contacts only.

Respectfully submitted,
For the Conference,

✓
Clyde Tolson, Chairman

✓
W. R. Glavin, Secretary

cc - Mr. Glavin

DML:GS

January 28, 1941

* 13474

MEMORANDUM FOR THE DIRECTOR

I would like to suggest that in connection with future publications of the Directory of Graduates of the FBI National Police Academy, it would be very helpful to have following each associate's name listed in the book the session of the academy which he attended. It is not believed that this would involve any appreciable additional work.

Respectfully,

D. H. Ladd

ADDENDUM

LBN:AWN
2-4-41

The executive conference, with the exception of Mr. Ladd, was unanimously of the opinion that this suggestion should not be adopted since to do so would be a step in the direction of creating class distinction in the NPA. This is the reason why such a policy has not been followed in the past.

Respectfully,

L. B. NICHOLS

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
7/18/90 BY SP5C110MS

66-2554-1918

ORIGINAL FILED IN 100-5554-1918

- 13475

HM:CSH

February 3, 1941

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Ladd, Drayton, C. Tamm, E. A. Tamm, Glavin and Nathan, considered and approved the sending of invitations to the following outside instructors, to lecture before the present session of the NPA:

Professor Albert Coates, Director, The Institute of Government, Chapel Hill, North Carolina - "Criminal Law" - 3 hours.

Colonel A. J. Drexel Biddle - "Defense Methods" - 5 hours.

Doctor Earl C. Arnold, Dean, Vanderbilt Law School, Nashville, Tennessee - "Evidence, Confessions and Circumstantial Evidence" - 9 hours.

Doctor A. McGruder MacDonald, Coroner of the District of Columbia - "Forensic Medicine" - 3 hours.

Judge Alexander Holtzoff - "The Law of Arrests; Searches and Seizures; Courtroom Behavior" - 3 hours.

Bruce Smith, Institute of Public Administration - "Police Organization and Administration" - 4 hours.

Burton Marsh, Director, Safety and Traffic Engineering Department, American Automobile Association - "Traffic" - 9 hours.

Rev. Edmund A. Walsh, S.J., Georgetown University - "Changing Social Problems" - 6 hours.

If approved, invitations will be extended to these lecturers.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

E. R. Glavin, Secretary

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

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Office

January 21, 1941

MEMORANDUM FOR THE DIRECTOR

①
The Executive Conference, composed of Mr. E. A. Tamm, Nathan, Ladd, Nichols, Glavin, Drayton, Pennington, Tracy and Quinn Tamm, being present, considered a problem arising in the Identification Division with regard to requests received from Reserve Military Forces in the various states such as Iowa Militia to search fingerprint cards and reply directly to the commanding officers of the reserve unit.

The Conference is of the opinion that such requests in order to be honored and answered should emanate from the Adjutant General's Office of the particular state so that a uniform policy will be had in the handling of all Reserve or State Militia fingerprint cards.

If you approve, there is attached hereto a letter addressed to a Colonel in charge of a unit in Missouri so advising him.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/18/90 BY SP5C/10MS

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JK

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66-2554-362

DWL:GS

January 23, 1941

MEMORANDUM FOR THE DIRECTOR

13477

At a meeting of the Executive Conference on January 18, 1941, which was attended by Messrs. Tolson, E. A. Tamm, Nathan, Foxworth, Quinn Tamm, Tracy, Rosen, Nichols and Ladd, the request of Lt. Commander Abbot of the Naval Intelligence that the Bureau prepare for their agency a suitable means of transmitting code messages and that the Bureau's Laboratory instruct those agents being sent by the Naval Intelligence to Europe and Asia in the proper use of this code was considered.

It was pointed out to the Conference that the Naval Intelligence had paid quite a compliment to the Bureau by admitting that the code experts of the Navy were not competent to prepare such a code as they desired. It was further pointed out to the Conference that in the event the Bureau prepared this code for them, the Bureau would be able, if necessary and desirable at any time, to decode intercepted messages which might be sent to the Bureau for decoding by reason of being in possession of the Navy code.

Messrs. Foxworth, Nichols and Ladd were in favor of developing such a code for the Naval Intelligence.

Messrs. Tolson, E. A. Tamm, Nathan, Quinn Tamm, Tracy and Rosen were opposed to the Bureau's preparing this code for the Navy and training their men in the manner of using the code, those opposed feeling that the Navy was taking advantage of the Bureau in making this request and they also pointed out that the Navy Department has a much larger code section than does the Bureau and they should be able to prepare such a code if they were so inclined.

Lt. Commander Abbot has not been advised with reference to the Bureau's decision in this matter and no commitments have been made.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. H. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECORDED
UNCLASIFIED 3/23/03
7/18/90 BY SP5CJ/MS

NOT RECORDED

66-2554-

659-21653

DM:ACS

January 27, 1941

13278

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on January 25, 1941, which was attended by Messrs. Tolson, Nathan, Drayton, Quinn Tamm, Tracy, Laughlin and Pennington, the request of the Kansas City Field Division that Chief of Police L. B. Reed of Kansas City, Missouri, be furnished with lock picking equipment consisting of rakes, picks and tension tools, which would have to be made in the Laboratory, was considered.

It was the unanimous opinion of the Conference that this material should not be furnished to the Chief of Police at Kansas City inasmuch as the Bureau would not have time to make this equipment and in view of the fact that it could easily be purchased by the Kansas City Police Department.

Respectfully,
For the Conference

Clyde Tolson, Chairman

H. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5/clms

66-2557-

January 27, 1941

13479

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Ladd, E. H. Laughlin, Pennington, Nichols, Q. Tamm, Drayton, and Nathan, considered a draft of a basic pamphlet to be sent to law enforcement officers in the field, giving elementary instruction in national defense cases, as well as several other types in which police officials might be of aid and assistance to the Bureau and which types of cases are being turned over to said police officials (this includes White Slave Traffic Act, National Motor Vehicle Theft Act, and applicant investigations, as well as national defense cases).

Suggestions had been received from Messrs. Connelly, Conroy, Boardman, Devereaux and Brantley, a number of which are incorporated in the pamphlet, and some of which were not incorporated. Those not incorporated are referred to in the attached memorandum of January 23rd.

The Executives Conference agreed that all those referred to in the attached should not be incorporated, with the exception of one from Devereaux to the effect that there be included in the pamphlet basic instructions on fugitive cases.

Messrs. Tolson, Laughlin, Pennington and Nichols thought this should be included.

Messrs. Ladd, Q. Tamm, Drayton and Nathan thought it should not be done.

It was decided, before final action was taken, that the pamphlet should be routed to all members of the Executives Conference for their approval.

Mr. Tolson _____
 Mr. Clegg _____
 Mr. E. A. Tamm _____
 Mr. Foxworth _____
 Mr. Nathan _____
 Mr. Ladd _____
 Mr. Egan _____
 Mr. Glavin _____
 Mr. Nichols _____
 Mr. Hendon _____
 Mr. Rosen _____
 Mr. Tracy _____
 Miss Gandy _____

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED 323,613
 DATE 7/18/90 BY SP5CL/mms

NOT RECORDED

Respectfully,
 For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

66-2554-

COPY
hvw

January 13, 1941

13480

EAT:HA

2m
MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached letter to all Special Agents in Charge entitled "Liaison Between the Federal Communications Commission and the Bureau" and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Tolson, Nathan, Ladd, Foxworth, Tracy, Nichols, Rosen, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Glyde Tolson
Chairman

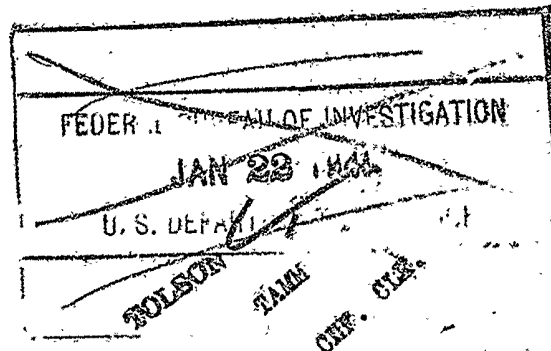
W. R. Glavin
Secretary

Director's Notation
"O. K. H."

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 893,613
DATE 7/13/90 BY SP5CUM/S

NOT RECORDED

66-2554



January 21, 1941

13481

EAT:EA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached letter to all Agents in Charge entitled "Submission of Administrative Reports" and was unanimously in favor of its submission to the field.

Those attending were Messrs. Tolson, Nathan, Ladd, Foxworth, Rosen, Tracy, Nichols, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
for the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Rosen _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5/clm/s

NOT RECORDED

66-2554-

90

SJT:HLG

January 21, 1941

13482

MEMORANDUM FOR THE DIRECTOR

RE: Plant Protection
Pamphlet

The Executive Conference consisting of Messrs. Tolson, Nathan, Glavin, Nichols, Q. Tamm, Ladd, Rosen, Drayton and Tracy considered a request of Mr. Wilson of the Foreign and Domestic Commerce Division of the Department of Commerce.

Mr. Wilson requested copies of the Bureau's pamphlet entitled "Suggestions for Protection of Industrial Facilities" to distribute one to each of their field district offices. It was pointed out that Mr. Wilson explained that the district offices of the Foreign and Domestic Commerce Division have many contacts with business men and manufacturers and that he believed it would be helpful if his field offices were familiar with the Bureau's Plant Protection Manual in order that they might intelligently discuss this phase of the Bureau's work and also advise business men who may be interested, of the existence of the pamphlet which they might secure from the FBI in Washington.

The Executive Conference unanimously approved sending the necessary copies to Mr. Wilson, sufficient for one copy to be placed in each of their field divisions.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc-W. R. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33013
DATE 7/18/90 BY SP5C11DMS

HH:CSH

January 25, 1941

13483

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, on January 23rd, consisting of Messrs. E. A. Tamm, Q. Tamm, Nichols, Ladd, Tracy, Pennington, Drayton, and Nathan, considered the request of Harold J. Conway, Major, Ordnance Department, Aberdeen Proving Ground, Maryland, for information as to the availability of the film "Mechanics of Arrest" and other material helpful in instructing military police.

Messrs. Q. Tamm, E. A. Tamm, Ladd, Pennington, Drayton and Nathan were opposed to furnishing this film to military authorities for the purpose of instructing military police. They believed that the demand would be too great, and the Bureau's supply would not be sufficient to attempt to meet these excessive demands.

Messrs. Nichols and Tracy were of the opinion that it should be made available when and where possible.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/18/90 BY SP5C110NS

RECORDED

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| FEDERAL BUREAU OF INVESTIGATION | |
| JAN 30 1941 | |
| 12 | 90 |

66-2554

ORIGINAL FILED IN 66-2554-113

January 23, 1941

EAT:RA

1348

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached letter to all Agents in Charge entitled "Sabotage" and was unanimously in favor of its submission to the field.

Those attending were Messrs. Tolson, Nathan, Ladd, Pennington, Glavin, Tracy, Rosen, Nichols, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Pennington _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/18/90 BY SP5C110MS

ORIGINAL FILED IN 66-181-77

WAG:lrd

January 10, 1941

13485

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Tracy, Foxworth, Rosen, and Glavin considered the suggestion made by Mr. Coleman, Chief of the Communications Section, that the practice of using the phrase "FBI CALLING FBI DEPT OF JUSTICE WASHINGTON DC 0711" in placing a teletype call be changed to "FBI WASH 0711."

The Conference was advised that this shortened phrase is thoroughly understood by the telephone company. The Conference was further advised that it would be a saving of time and it was pointed out that teletype calls are charged on a three-minute basis.

The Conference recommends approval of the suggestion and there is attached hereto a suggested form letter to the field concerning this matter as well as a communication to the Chesapeake and Potomac Telephone Company regarding it.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

323,013
7/18/90 SPSC10ms

NOT RECORDED

66-2554

January 25, 1941

13486

EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached letter to all Agents in Charge entitled "Confidential Informants in Industrial Facilities" and was unanimously in favor of its submission to the field.

Those attending were Messrs. Nichols, Quinn Tamm, Drayton, Nathan, Ladd, Tracy, Pennington and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/LMS

EAT:DS

December 20, 1940

13487

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin concerning plant surveys - supplemental surveys, and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Foxworth, Ladd, G. Tamm, Tracy, Glavin, Rosen, Kuhnelt and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. E. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Rosen _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2534-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/LMS

AR:AT

December 20, 1940

MEMORANDUM FOR THE DIRECTOR

W. J.
The Executive Conference considered the suggestion of Mr. Waikart concerning the National Stolen Property Act index which at the present time contains lengthy lists of stolen property of numerous and various kinds which are purely local in nature. Much of the recoveries are effected within 24 hours or shortly thereafter. This property has been indexed in our file, a large percent of it being recovered in so short a time that the effort and time expended are useless in maintaining and indexing of law enforcement official bulletins throughout the country.

The Executive Conference, those in attendance being Messrs. Nathan, Ladd, Tracy, Drayton, and Rosen, voted in favor of adopting the suggestion of Mr. Waikart to discontinue indexing this type of bulletin.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5CJL/DMS

NOT RECORDED

66-2554

RECEIVED

JAN 6 1941

U. S. DEPT. OF JUSTICE

TOLSON

TRACY

GLAVIN

W. R. GLAVIN

SJT:LG

13489

December 26, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Miss Margery Williams of the Files Section to the effect that each new employee at the Seat of Government be furnished a mimeographed corridor plan of the Justice Building. She advised that she would have appreciated such a diagram upon entering the Bureau.

The Conference was unanimously of the opinion that the tour of the Bureau by the clerical employees was sufficient for their needs at the time they enter the service of the Bureau. It was pointed out that new messengers entering the Bureau service are given detailed instructions in connection with the messenger duties as to the location of the various offices and of the building itself.

There were in attendance at the Conference, Mr. Nathan, Mr. Glavin, Mr. Nichols, Mr. Rosen, Mr. Quinn Tamm, Mr. Ladd, and Mr. Tracy.

Respectfully,

For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

CC - Mr. Glavin

NOT RECORDED
66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,63
DATE 7/18/96 BY SP5CJ/DMS

SJT:CEC

December 29, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion, arising out of a Clerical Conference held at the Memphis Field Division recently, that the Bureau give consideration to authorizing the use of a new case form which would reflect the names of the subjects, character of the case, and a brief concise statement as to the nature of the offense.

This suggestion has been made at various times in the past and in fact many Field Offices, particularly where there is considerable road work, have used from time to time a mimeographed form enabling a Special Agent on a road trip to report daily with his Daily Report any new case received by him in the course of his road trip. It was pointed out at the Conference that the use of such a form in those Field Offices where it would be of assistance enables the Chief Clerk to index and open a new case using the form as Serial 1, in this way providing the office with the necessary information as to the existence of the new case. If an Agent waits until his return to his headquarters to dictate, there is frequently a considerable lapse of time between the receipt of the new case and the actual opening of a case in a Field Division.

The conference was unanimously of the opinion that a new case form should be submitted to all Field Offices in the interest of uniformity together with the authorization of its use by those offices which would benefit therefrom.

A suggested form is attached for approval together with a draft of a letter to all Special Agents in Charge.

There were in attendance at the Conference Messrs. E. A. Tamm, Harold Nathan, D. M. Ladd, W. R. Glavin, Quinn Tamm, A. Rosen, Mr. Clegg, L. B. Nichols, and S. J. Tracy.

Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference,

C. A. Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5CJL/MS

3 JAN 14 1941

U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
TOLSON
GLAVIN
Egan
Hendon
Nichols
Rosen
Tracy
Tamm
Foxworth
Gandy

66-2554-

ORIGINAL FILED IN 6-2-40

December 31, 1940

13491

MEMORANDUM FOR THE DIRECTOR

Re: Accident Involving Bureau Automobile
Ford Sedan, Motor No. 99A-232973
Date - November 26, 1940
Damage to Bureau automobile - Approx. \$225.
Driver - Special Agent William H. Naylor
Division - Salt Lake City

my
The Executive Conference consisting of Messrs. Tracy, Q. Tamm, Nathan, Rosen, Foxworth, Nichols, Ladd, and Glavin considered the facts relating to the above mentioned accident and was of the opinion that Special Agent Naylor should be held responsible for the damages thereto.

It appears that he was exceeding the speed limit and crashed into a truck turning onto the highway, upsetting the truck and skidding it approximately 29 feet after the impact. The Bureau car traveled 14 feet 10 inches after the impact.

The Conference is of the very definite opinion that this Agent was definitely exceeding the speed limit, did not have control of the car, and for this reason should be made to bear the expense of the repairs.

Respectfully,
For the Conference

Clyde A. Tolson
Chairman

W. R. Glavin
Secretary

Director's Notation
"O. K. H."

NOT RECORDED

66-2554

85

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5/llms

WEG:MTS

January 2, 1941

MEMORANDUM FOR THE DIRECTOR 13492

3
The Executive Conference, consisting of Messrs. E. A. Tamm, Nathan, Ladd, Pennington, Quinn Tamm, Tracy, Nichols, Carson, Foxworth, and Glavin, considered a suggestion submitted by Special Agent W. H. Espey, in charge of firearms training at Quantico, wherein he points out that Captain George O. Van Orden, Range Officer of the U. S. Marine Corps at Quantico, Virginia, has agreed to make available space for the storage of Bureau ammunition in one of the two new ammunition magazines constructed at the Quantico base.

The magazine which would be used by the Bureau is approximately 150 yards from the FBI range. Espey points out that this would be a very desirable arrangement, that we would have our ammunition close by our range and further we would have no difficulty in the storing of sufficient ammunition at Quantico for our needs.

The Conference is of the unanimous opinion that the offer of Captain Van Orden should be accepted.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554-85

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/98 BY SP5C1DMS

ORIGINAL FILED

66-3740-50-727

December 9, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Pennington, Rosen, Glavin, Nathan, Tracy and Nichols, considered the suggestion concerning the micrographing of Part II of the summary report of Assistant Director E. J. Connelley which deals with the illegal status of the Communist Party in the United States.

It was felt that this report could be most desirable in the hands of all Special Agents in Charge as it should furnish them with an excellent background on this matter which it is felt they do not have at the present time.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. E. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

CC-Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C110MS

ORIGINAL FILED IN 37-915-713X

COPY
hvw

SJT:MLG

February 11, 1941

13494

MEMORANDUM FOR THE DIRECTOR

There was brought to the attention of the Executive Conference, the question of indexing in the Administrative Files Section and the following individual case was presented by Mr. Tracy in an effort to establish a procedure in the Files Section whereby the classifiers could be guided as to the type of indexing desired.

It was agreed by the Conference that Mr. Tracy should bring to the attention of the Conference from time to time, matters pertaining to indexing for a determination in order to develop a regular policy.

The conference was advised of a request from the National Defense Division to index approximately 1,000 names of members of the Socialist Party in the District of Columbia. The list referred to was a membership list supported by practically no other information or description. The list itself could be indexed under Socialist Party and under several other cross references so that the list could be located at any time desired.

The following members of the conference voted against indexing the individual names: Tolson, Nathan, Glavin, Nichols, Gurnea and Tracy. The following members of the Conference were of the opinion that the individual names should be indexed: Tamm, Foxworth, Rosen and Quinn Tamm.

It was pointed out by Mr. Tracy that the Bureau will undoubtedly receive from practically every state in the Union, such lists of membership in the Socialist Party and that the total number of names will probably run very high and further that membership in the Socialist Party is not such that would be of any particular value as information.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-W.R. Glavin

NOT RECORDED

66-2534-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5CUT/MS

ORIGINAL FILED IN 66-2534-5A

COPY
hvw

FILE NO. - None - SERIAL NO. None

A New 100 case will be started on this subject matter

SUBJECT MATTER - SOCIALIST PARTY-DISTRICT OF COLUMBIA
INTERNAL SECURITY - (C)

SUPERVISOR HANDLING CASE - K. R. McINTIRE

13495

ITEMS TO BE INDEXED - 1,000 NAMES

DESCRIPTION -

The above subject matter has no main file as yet, but there are many references to the above in the index at the present time. In this report we again have a long membership list that is supported by little or no description.

RECOMMENDATIONS

There will be a main file on the above and it is the writers belief that any time a check of this list is necessary the file will be readily available.

13496

February 20, 1941

EAT:DA

MEMORANDUM FOR THE DIRECTOR

A. The ²Executive Conference considered the attached Bureau Bulletin entitled "American Legion Contacts" and was unanimously in favor of its publication to the field.

Those attending were Hoover, Tolson, Nathan, Ladd, Foxworth, Quinn Tamm, Rosen, Tracy, Glavin and E. A. Tamm.

Respectfully,
for the Conference

Clyde Tolson
Chairman

E. A. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

H-18 66-2554-

RECORDED
INDEXED
7/18/90
323,013
SP5C11DM5

ORIGINAL FILED IN 66-933

February 10, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Nathan, Tolson, E. A. Tamm, Ladd, Quinn Tamm, Rosen, Tracy, Nichols, Gurnea, Carson, and Glavin considered the desirability of securing heavier envelopes or opaque envelopes so that the contents thereof cannot be read if they were held up to the light.

The Conference pointed out that the only time when the contents of such a communication could be read is when it is a one page letter and short enough that there isn't any overlapping of typing after the letter is folded.

The Conference was advised that our regular envelopes, labeled "A" and "B", attached hereto, now cost as follows:

"A"\$.95 per thousand
 "B"\$1.01 per thousand

Envelopes as used by the Navy Department and through which writing can still be read on short letters can be purchased for:

"A"\$1.39 per thousand
 "B"\$1.44 per thousand

Sample of this envelope is attached, labeled "C".

The envelope with blue lining, which is the most satisfactory envelope, samples of which are attached hereto labeled "D" and "E" cost:

For the smaller envelope or "D", the one which compares with envelope "A"\$2.80 per thousand (or \$1.85 more per thousand than our present envelope).

For the larger envelope or "E", the one which compares with envelope "B"\$2.90 per thousand (or \$1.89 more per thousand than our regular envelope).

NOT RECORDED

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED 323013
 DATE 7/18/90 BY SP5C/LMS

66-2554-

90

Mr. Tolson _____
 Mr. Clegg _____
 Mr. E. A. Tamm _____
 Mr. Foxworth _____
 Mr. Nathan _____
 Mr. Ladd _____
 Mr. Egan _____
 Mr. Glavin _____
 Mr. Nichols _____
 Mr. Hendon _____
 Mr. Rosen _____
 Mr. Tracy _____
 Miss Gandy _____

Memorandum for the Director -2- February 10, 1941

13498

The Conference further considered the possibility of securing a heavier envelope for the Director's personal stationery. It was pointed out at that time to the Conference that our present envelope is the heaviest we can get of good quality outside of a parchment which is much too heavy. It is pointed out that this envelope, which is attached hereto labeled "F" costs \$5.45 per thousand. It can be secured blue-coated for \$6.25 per thousand, or \$.80 more per thousand than our present envelope.

The Conference is of the opinion that our problem at the present time is not sufficient to entail this additional expense which would accrue to the Bureau if such envelopes were used.

Respectfully,
For The Conference,

Clyde Tolson
Chairman

H. R. Glavin
Secretary

Attachment

BN:OSH

February 10, 1941

13439

MEMORANDUM FOR THE DIRECTOR

The Executives Conference considered the attached proposed bulletin, which it had been suggested be sent to the field, relative to times and places when Special Agents must be armed.

The majority of the conference were of the opinion that it would be undesirable to transmit any bulletin of this character to the field. The reason for this view was that any and every attempt on the part of the Bureau to specify the times and places when Special Agents of the Bureau should carry arms would be fraught with considerable difficulty, and danger to the agents, as well as militate against the proper handling of investigative work. It was pointed out that an agent might be at a place at which there would be no necessity for carrying arms. However, each and every agent of the Bureau is instructed to keep in constant touch with the office with regard to his location. Telephonic communication might be received by such an agent, instructing him to report immediately at some place other than the office, or place where his arms might be, at the earliest possible moment. If he were unarmed the difficulty of properly functioning is obvious.

It was also suggested that any attempt of the Bureau to lay down any specific rules along these lines might be the cause of criticism of the Bureau if an agent were hurt in connection with his official duty, and the claim was made that he had been unable to secure appropriate arms.

Those voting in the negative with regard to the bulletin were Messrs. Gurnea, Rosen, Ladd, Carson, Tracy, Q. Tamm, Glavin and Nathan. Those voting in the affirmative were Messrs. Tolson and E. A. Tamm.

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C/10ms

NOT RECORDED

64-2554

ORIGINAL FILED IN 66-3680-246

STINE

February 10, 1941

13500

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, E. A. Tamm, Glavin, Tracy, Carson, Ladd, Rosen, Egan and Quinn Tamm being present, considered a suggestion letter submitted by Special Agent Daniel L. O'Connor of the Los Angeles Office. It is noted that Mr. O'Connor first suggests that some form of portable ultra-violet light be furnished to the various Field Offices.

In this connection you are advised that this suggestion has been previously considered and approved and there are presently pending orders for such equipment.

Special Agent O'Connor then suggests that the Bureau consider the advisability of sending alien fingerprint cards of persons who are from Europe or who have been known world travelers to London for search through the identification files of the Metropolitan Police Department.

The Conference points out that there would be approximately over two and one half million such fingerprint cards and from a practical standpoint it would be impossible to transmit these cards to London.

There is attached hereto, if you approve, a letter to Special Agent O'Connor.

Respectfully,
For the Conference

FEB 21 1941

Elyse Tolson, Chairman

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

NOT RECORDED

U. R. Glavin, Secretary

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP2110MS

HN:CSH

February 10, 1941

13501

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messers, Gurnea, Rosen, Ladd, Carson, Tracy, C. Tamm, E. A. Tamm, Glavin, Tolson and Nathan, considered a telephonic communication from the State Department to the training division, to the effect that representatives of the State Department at Santiago have indicated they plan to send their highest ranking official to the Pan American Session of the NPA, and that this individual had specifically requested information as to whether the curriculum for the school contained any instruction pertaining to means of combating propaganda of foreign countries, espionage, and other matters of this nature.

The Conference unanimously decided that this query should be answered in the affirmative. The representatives of the Training Division will confer with the representatives of the National Defense Division with regard to the specific lectures to be given along these lines. It was further decided that Mr. Glegg would address the Pan American NPA on "Law Enforcement in War-Time", for a period of two hours.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Director's Notation

"O. K. I do want strong emphasis to be placed on Nat. Def. Matters at this Conference. H."

Not Recorded

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/18/90 BY SP5CIV/AMS

ORIGINAL FILED IN 1-2175-21

HNACSH

15502

February 10, 1941

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Glavin, Gurnea, Rosen, Ladd, Carson, Tracy, Q. Tamm, E. A. Tamm, Tolson and Nathan, considered a memorandum of Mr. Tracy to the Director, dated February 4th, setting forth a telephonic communication from the office of Mr. Linton Collins, to the effect that Mr. Richard Elwell, of the Civil Aeronautics Authority had stated that his organization had over 4,000 employees in various regional districts, the majority of these employees being technical men engaged in giving examinations to pilots, inspecting aircraft, et cetera; that they are required to report violations to the Authority headquarters in Washington; that it is not the practice to bring these men to Washington for training; that some of the reports received from these men are not complete, and Mr. Elwell desired to secure the cooperation of the FBI and some suggestions from the Bureau as to how to train the type of personnel they have, said training to cover the fundamentals of investigative work.

The Executives Conference was unanimously of the opinion that in view of the existing emergency and tremendous amount of work devolving upon the Bureau, this would not be possible. In the event the action of the Conference is approved, it is assumed Mr. Tracy will communicate with Mr. Elwell.

Respectfully,
For the Conference,

Mr. Tolson _____ Director's Notation
Mr. Clegg _____ "Approved but why are matters
Mr. E. A. Tamm _____ of this kind allowed to drag
Mr. Foxworth _____ & not disposed of promptly. H." Clyde Tolson, Chairman

Mr. Nathan _____

Mr. Ladd _____

Mr. Egan _____

Mr. Glavin _____

Mr. Nichols _____

Mr. Hendon _____

Mr. Rosen _____

Mr. Tracy _____

Miss Gandy _____

E. R. Glavin, Secretary

NOT RECORDED
66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/13/90 BY SP5/CLS

I called Mr. Elwell and explained to him that his request had been gone into carefully by the officials in charge of training

ORIGINAL FILED IN 62-57691-29

Memorandum for the Director

-2-

February 12, 1941

13503

at the Bureau and that due to the tremendous amount of work presently on hand and that would continue during the present emergency, it would not be possible for them to devote any time with reference to Mr. Elwell's request; that they would not wish to make suggestions or to consider the matter unless they could do a good job. Mr. Elwell was most cordial and stated that he could appreciate the amount of work facing the Bureau at the time; that he wanted the Bureau to know that he appreciated the consideration given his request and he wanted to assure the FBI that he and his entire staff offer the fullest cooperation at all times and he hopes that they may be able to be of assistance in connection with national defense matters in the future. He stated that he has another item he would like to discuss at a later date involving cooperation between the employees of the CAA and the FBI. I informed him I would be glad to talk with him at any time.

sf

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

HH:CSH

February 10, 1941

13504

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Gurnea, Rosen, Ladd, Carson, Tracy, Q. Tamm, E. A. Tamm, Glavin, Tolson and Nathan, considered a form letter of January 29th from the American Police Pistol Association, inviting participation of the FBI in a nine day shoot, sponsored by this association, to be held February 22nd to March 2nd, in conjunction with the International Sports Show at the Amphitheatre in Chicago.

The Conference unanimously decided not to participate.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

[Handwritten signature]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/96 BY SP5E110MS

ORIGINAL FILE

SJT:HCB

February 9, 1941

13505

Executives' Conference Memorandum

MEMORANDUM FOR THE DIRECTOR

Re: Files Section

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,03
DATE 7/18/90 BY SP5C/10MS

Mr. Tracy brought to the attention of the Executives' Conference a suggestion by Mr. Cimperman that a procedure be set up in the Files Section in order that additional information received in the Bureau on individuals on whom internal security cards have been prepared, will be made available to the Internal Security Section as material is received. He suggested the use of a colored metal tab on the index card to act as a signal to the searcher subsequently recording additional references; that the previous references have already been searched and an internal security card made. The searcher would then route the incoming material to the Internal Security Section.

This suggested system was taken up with Mr. Patterson and the following system devised as being more workable and more efficient:

(1) The Internal Security Section to send all names of individuals to be searched in the Files Section index on individual blue cards, an additional blue card to be submitted for all aliases and combinations of names and initials.

(2) After the name is searched, the blue cards will be inserted in the index section next to the regular file index card on the same individual. Thereafter, as any mail comes in bearing the same name or similar name, such correspondence will be automatically routed to the Internal Security Section by means of the searcher in the Files Section adding the initials "C.D." to the routing on the piece of mail. The searcher will also circle with a blue pencil the name involved.

(3) The searchers will send to the Internal Security Section incoming mail of the following classifications:
2 - 39 - 40 - 43 - 44 - 54 - 61 - 62 - 65 - 77 - 86 - 97 -
98 - 99 - 100 - 101.

There are approximately 6,000 internal security cards now on file, the names of which will have to be rechecked and re-searched through the Files Section. Arrangements have been made by

NOT RECORDED

66-2554

ORIGINAL FILED IN

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Memorandum for the Director

- 2 -

February 9, 1941

13508

Mr. Patterson for this to be done and by the use of the blue index card above described re-researches to bring the internal security card index up to date will be avoided. In the long run, this will be a considerable saving of time and the procedure will be simpler and more efficient and more workable than the use of tabs on the index card itself.

Pending the Director's approval, Mr. Patterson has been instructed by Mr. Tracy to place the system into immediate effect.

The Conference, Messrs Tolson, Nathan, Ladd, Glavin, Quinn Tamm, Nichols, Drayton, Rosen and Tracy being present, unanimously approved the above suggested procedure.

Respectfully submitted,
For the Conference

Clyde Tolson, Chairman

E. R. Glavin, Secretary

cc - Mr. Glavin

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Foxworth
Mr. Nathan
Mr. Ladd
Mr. Glavin
Mr. Nichols
Mr. Hendon
Mr. Rosen
Mr. Tracy
Miss Gandy

February 7, 1941

13507

EAT:EMP

MEMORANDUM FOR THE DIRECTOR

The ^DExecutive Conference considered the attached letter to all Special Agents in Charge relative conducting investigations of industrial accidents to determine whether they were caused by sabotage, and was unanimously in favor of its submission to the field.

Those attending were Messrs. Nichols, Nathan, Quinn Tamm, Curnea, Carson, Glavin, Tracy, Ladd, Rosen, and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Glavin
Secretary

Attachment

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C/LMS

February 7, 1941

13508

MEMORANDUM FOR THE DIRECTOR

m The Executive Conference, consisting of Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm, Foxworth, Gurnea, Ladd, Rosen, Nichols, and Tracy, considered the filing of the index cards for the Dies reports.

Inasmuch as there are thirteen volumes of hearings in the Dies reports, involving between 30 and 40,000 index cards, it was the unanimous opinion of the Conference that the index cards should be consolidated prior to being filed in the Files Section.

In indexing the Dies reports, it has not been possible to consolidate the cards in more than one volume inasmuch as several people have been working on the indexing and it was a physical impossibility for each individual indexing a separate volume to first check to see if a card had been made out and, if so, to type on the references and put the card back in the files in the event others were seeking the same card.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/18/90 BY SP5C110ms

ORIGINAL FILED IN 66-2554-58

CLM:ao

February 6, 1932

13509

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Nathan, Ladd, Foxworth, Nichols, Rosen, Egan, Tracy and Quinn Tamm being present, considered a letter submitted by the Police Department at Danburyville, Kentucky in which the Chief of Police requested that certain latent fingerprints involved in a store robbery be published in the FBI Law Enforcement Bulletin for possible identification.

The Conference is unanimously of the opinion that these latent fingerprints should not be published. The Bureau has always had a definite policy that such information is not contained in the FBI Law Enforcement Bulletin because of the fact that it would not be possible to comply with all requests if such publications were started.

Pending your approval, there is attached hereto a letter to the Chief of Police advising him.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

T. D. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C/LMS

66-2554

ORIGINAL FILED IN 32-20017-7

42

February 6, 1941

13510

HH:PH

MEMORANDUM FOR THE DIRECTOR

| | | |
|----------|---------|-----------|
| Present: | Tolson | Carson |
| | Drayton | Gurnea |
| | Rosen | Q. Tamm |
| | Ladd | Tracy |
| | Glavin | H.A. Tamm |
| | Nichols | Nathan |

The Executive Conference at a meeting held Thursday evening, February 6th, again considered the painting of the inside of Quantico Barracks and decided that the Barracks were to be painted a shade of buff, similar to that shade in Mr. Tolson's room.

Mr. Hicks was present for this discussion and suggested a darker shade of buff for the lower part of the hall. This was approved.

It was also stated that during the painting, to commence next week, it will be necessary that the rooms of the top floor be vacated for a period of about one week and that Captain VanOrden could accommodate thirty-two trainees in the Barracks building adjacent to the FBI Academy Building. It was further suggested that the balance on that floor, consisting of approximately thirty-two trainees might sleep for this period in the gymnasium. This was approved, it being understood that Mr. Hicks would confer with and secure the approval of the commanding medical officer as to the sleeping of the trainees in the gymnasium.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

W. E. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C110ms

ORIGINAL FILED IN

13511

WRG:MTS

February 5, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Foxworth, Ladd, E. A. Tamm, Quinn Tamm, Rosen, Tracy, Nichols, Gurnea, and Glavin, considered a suggestion submitted by SAC Conroy of the Newark Office that the regular Form No. 3 Field Division Register be discontinued in that office and a card system substituted therefor.

For the information of the Director there is appended hereto a copy of Form No. 3 Field Division Register which is used by Special Agent employees in the field service in signing out on investigative assignments in the headquarters cities. There is also appended hereto a suggested card which Mr. Conroy recommends be used in the Newark Office instead of the register. Mr. Conroy makes this recommendation in view of the fact that if a card system were to be installed there would be less congestion in the office when Agents are signing out early in the morning to go about their investigative duties. The Conference wishes also to point out at this time that this card system has been in vogue in the New York Office for some time.

Messrs. Nathan, Quinn Tamm, and Ladd are opposed to installing such a card system in the Newark Office, they believing that it would be no more difficult for Agents to sign out on the regular Field Office Register than it would be to utilize the cards. Mr. Ladd also pointed out that by the use of the regular register the location of any Agent can be secured with a minimum loss of time.

Messrs. E. A. Tamm and Tracy recommend that this system not be adopted in the Newark Office unless it is adopted universally throughout the field service, he believing that if it is advantageous to Newark it should also be advantageous to other field offices throughout the territory.

Messrs. Nichols, Gurnea, Rosen recommend its adoption. The proponents of the adoption point out that these cards can be filled out at the desks by the Agents as they are leaving in the morning and they can turn them in to the receptionist or telephone clerk and no congestion whatsoever would be necessary. Information can be secured easily,

Memorandum for the Director

- 2 -

February 5, 1941

13512

inasmuch as they are filed in a visible index by the receptionist or the telephone operator for just such ready reference.

Messrs. Tolson and Glavin recommend that this system be approved for all offices having twenty-five or more Special Agents assigned thereto. They do not recommend its adoption solely for Newark, they believing, as do Mr. Tamm and Mr. Tracy, that if it can be used to advantage in the Newark Office, it can be used to advantage and with the same saving of time in the medium-large offices.

Should the Director approve the majority opinion recommending the adoption of this system, appropriate notifications will be sent to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

February 5, 1941

13513

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Ladd, Q. Tamm, Gurnea, Foxworth, Nichols, E. A. Tamm, Glavin, Nathan, Tracy, and Rosen, on February 4th, considered the suggestion of Mr. Kuhnelt that the curriculum for the NPA be revised to include the following national defense subjects:

| | |
|--|----------|
| Bureau problems in espionage and sabotage work | 1 hour |
| Subversive movements | |
| Communism | 4 hours |
| Nazism | 1 hour |
| Fascism and other subversive movements | 1 hour |
| Espionage investigations | 3 hours |
| Registration Act Violations | 2 hours |
| Sabotage investigations | 3 hours |
| Neutrality act investigations | 1 hour |
| Plant protection | 11 hours |

The Conference unanimously approved the foregoing, with the exception that it believed 4 hours on plant protection would be sufficient, rather than 11. The Conference also felt in connection therewith that the plant protection instruction should be supplemented by giving to each and every graduate the plant protection booklet.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

Director's Notation
"Approved. I am amazed that we were not giving some of this all along.
H."

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323/613
DATE 7/18/90 BY SP5C/LMS

NOT RECORDED

66-2554

1-4-4153

February 6, 1941

LEH:AMH

MEMORANDUM FOR THE DIRECTOR

* 13514

The Executive Conference, consisting of Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm, Foxworth, Curnes, Ladd, Rosen, Tracy and Nichols, considered the suggestion of discontinuing keeping detailed statistical data from non-ident Alien Registration cards. It was pointed out to the Conference by Mr. Nichols that according to Mr. A. L. Williams of the International Business Machines Corporation that the Division of Alien Registration of the Department of Justice is recording on tabulating cards complete information concerning each individual registrant, with the exception that information concerning the alien's criminal history is very limited. The International Business Machines Corporation is punching, verifying and interpreting tabulating cards after the information has been coded by the Division of Alien Registration. The interpreting process consists simply of printing across the top of the tabulating card the information recorded in code in the body of the card. Thereafter the tabulating cards are returned to the Alien Registration Division which will make all tabulations. It is contemplated that the process of punching the cards will be completed by June, 1941.

The tabulating cards will be used in preparing a list of names to make a name index, which will be filed under the "Soundex" system rather than a straight alphabetical system of filing. The name index file will be set up by June according to plans although it will probably be near the end of the year before it is completed.

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/ams

NOT RECORDED

66-2554-

ORIGINAL FILED IN 66-2554-932-4

The tabulating cards prepared by International Business Machines Corporation will be used, not only for statistical purposes, but will also be used in preparing a name index and a copy of the tabulating card will be sent to the Port of Entry in order that the accuracy of the alien's statements with reference to his entry into the country may be checked.

As you will recall, the Bureau inaugurated the program, upon the receipt of alien registration fingerprint cards of tabulating data pertaining to sex, nationality, place of birth of the alien, and State of residence. In addition, complete data are being set forth pertaining to the previous criminal history, showing arrests, conviction, imprisonment and etc. Thus, it will be seen there is a duplication of effort.

Of the 100,000 alien fingerprint cards examined during the last three months of 1940, only 3.5% were identified with fingerprints previously on file in the Identification Division. In view of the large proportion of non-idents and the fact that almost five million aliens have registered, the Conference with the exception of Messrs. Quinn Tamm, Curnea and Ladd, recommended that we discontinue tabulating complete data on all of the non-ident alien registration cards. However, the majority of the Conference was of the opinion that we should keep detailed data on all idents and that on all non-idents handled by the Bureau, they should be counted and subdivided by sex. This is in line with a suggestion made by Mr. Ladd. Thus, if the majority opinion of the Conference is adopted, tabulating cards will be punched only for alien idents, and these cards would be used to furnish detailed information concerning prior criminal histories of the aliens, sex, nationality groups and State of residence.

It was pointed out by Mr. Nichols that the services of two persons are presently required to punch the cards on all alien prints received. One person will be able to handle this easily in the event the majority recommendation is approved. Likewise, this will result in the saving of approximately \$50. a month for the rent of a sorting machine and will save two full-time operators which would be necessary to compile and

Memorandum for the Director

12518

49.

tabulate the data, together with the clerical assistance necessary to type up the material.

Mr. Quinn Tamm, Curnea and Ladd were in favor of tabulating complete data on all of the alien fingerprint cards received, on the basis that this information would be of future value and would be more complete possibly than the data maintained by the Division of Alien Registration.

Respectfully,
For the Conference

Clyde Tolson
Chairman

F. R. Glavin
Secretary

CC-Mr. Glavin

February 4, 1941

EAT:HA

13517

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question of whether the publication "Suggestions for the Protection of Industrial Facilities" should be made available to State Defense Corps.

Those in favor of making it available were Messrs. Tracy, Pennington, Quinn Tamm, Drayton and E. A. Tamm. Those opposed to making it available were Messrs. Nichols and Nathan.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECEIVED-DIRECTOR
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/98 BY SP2/LMS

NOT RECORDED

66-2554-

ORIGINAL FILED IN 94-366-7-14306

February 1, 1941

13518

KAT:DMP

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached letter to all Special Agents in Charge entitled "Mail Covers Desired by Police Departments in Handling National Defense Matters for Field Divisions" and was unanimously in favor of the submission to the field.

Those attending were Messrs. Tolson, Nathan, Farnsworth, Ladd, Tracy, Clegg, Egan, Glavin, Nichols, and E. A. Tamm.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 10/21/87 BY SP5CJ/JHF
7/18/90 #77Civ 999
SP5CJ/DMS

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Can with Original
✓

Attachment

NOT RECORDED

66-2554

ORIGINAL FILED IN 62-23533-5067

February 2, 1941

13519

EAT:DMF

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached letter to all Special Agents in Charge regarding lacity in designating copies of reports for Office of Naval Intelligence and Military Intelligence and was unanimously in favor of its submission to the field.

Those attending were Messrs. Tolson, Nathan, Foxworth, Ladd, Tracy, Clegg, Rosen, Glavin, Nichols, and E. A. Tamm.

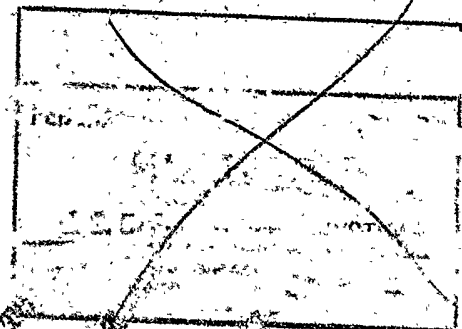
Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C/LDM/S



NOT RECORDED

66-2554

ORIGINAL FILED IN 66-5437-27

HN:BG

February 1, 1941

13520

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5/Loms

The Executive Conference, those present being Messrs. Tolson, Ladd, Drayton, Clegg, Quinn Tamm, E. A. Tamm, Glavin and Nathan, considered the attached telegram from SAC Pieper of San Francisco, requesting immediate Bureau advice as to whether the Bureau would participate in training schools to be conducted in nine districts of the State of California, patterned after the Alameda school in which the Bureau recently functioned. The telegram indicates that George Brerton, head of the California police training program, desires to handle these schools as a part of his own project but Earl Warren, Attorney General of California, was in favor of a Bureau training course. The San Francisco office requested prompt and definite advice as to whether the Bureau would handle the training program after same is set up in each district, the subjects to be similar to those given in the Alameda school.

The Conference was unanimously of the opinion that the Bureau should participate, having in mind the desirability of the training and also the fact that Brerton would undoubtedly handle the project if the Bureau were unable so to do.

Mr. Kummel, who was present for this phase of the proceedings, was authorized to telephonically communicate with Mr. Pieper and advise him of the general situation, which he did. He was informed by Mr. Pieper that, although the telegram referred to a state-wide civilian defense plan, in the training schools there would be no civilians in attendance at all. Pieper also stated that the schools were not to commence until sometime in March, so that the Bureau would have time to assign lecturers. He simply wanted some Bureau advice in order to bolster Warren's desire to have the Bureau handle this program rather than Brerton. Mr. Kummel advised Mr. Pieper that he believed the Bureau would be favorably disposed toward this program.

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

NOT RECORDED

66-2554-

44

February 1, 1941

13521

EAT:DMP

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached letter to all Special Agents in Charge entitled "American Legion Contacts in National Defense Matters" and was unanimously in favor of its submission to the field.

Those attending were Messrs. Tolson, Nathan, Foxworth, Ladd, Tracy, Clegg, Rosen, Glavin, Nichols, and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

V. R. Glavin
Secretary

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/96 BY SP5C/IDMS

66-2554

66-2554-26

HN:CSH

January 31, 1941

MEMORANDUM FOR THE DIRECTOR

13523

RE: MILITARY OFFICERS SCHOOL CLOSING EXERCISES

The Executives Conference, consisting of Messrs. Tolson, Tracy, Ladd, Nichols, Rosen, E. A. Tamm, Glavin and Drayton, was informed by Mr. Nathan that the following procedure was followed in connection with the closing of the Military School previously held by the Bureau:

Informal graduation exercises were held at noon on the last day of the school, in Assembly Room #1, to which were invited the members of the Executives Conference and the Bureau's supervisory staff, but no members of the Army or Navy Department. The Director personally delivered the diplomas to the officers.

Thereafter, the Director sent a letter to each graduate, per sample attached;

a form letter was sent to the field, setting out the list of officers who had attended the school and instructing the SACs to contact these men, per sample attached;

a separate memorandum on each officer was prepared by the training division, setting out his grades and personal information concerning him, together with comment concerning his attitude toward the Bureau; and

letters were sent to the Army and Navy Departments, advising of the grades made at the school by the officers of their respective departments.

The Conference unanimously decided that the same procedure should be followed with respect to the current Military Officers School.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2534-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5a/LMS

NRG:MTS

January 31, 1941

13524

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Tracy, and Glavin, considered a memorandum submitted by Mr. Laughlin to the effect that Special Agent trainees be refunded their contributions to the Special Agents' fund when such trainees are dropped from training class due to unsatisfactory development.

For the information of the Director, prior to this time these refunds have not been automatically made but have been made only when requests have been made in accordance with existing regulations covering the fund.

The Conference is of the unanimous opinion that when now Special Agents are dropped from the class they should be refunded the amounts paid by them.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5CL/DM5

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-4482-380

28

DIL:GS

February 11, 1941

13461

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on February 8, 1941, which was attended by Messrs. Tolson, Nathan, E. A. Tamm, Glavin, Tracy, Quinn Tamm, Rosen, Curnea, Carson and Ladd, the request of the Laboratory for the purchase of a high temperature combustion tube furnace, was considered.

It was pointed out to the Executive Conference that such a furnace was essential in running carbon determination tests on steel and other carbonaceous materials. Such a furnace costs approximately \$300.00.

The Executive Conference was unanimously in favor of the purchase of this equipment.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1919
FEDERAL BUREAU OF INVESTIGATION
FEB 21 1941
U. S. DEPARTMENT OF JUSTICE
TOLSON
E. A. TAMM
GLAVIN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C11/oms

ORIGINAL FILED IN

SJT:MLG

13462

February 11, 1941

MEMORANDUM FOR THE DIRECTOR

RE: INDEXING - ADMINISTRATIVE
FILES DIVISION

Mr. Tracy brought to the attention of the Conference, the request of the SIS Division to index approximately 8,500 names concerning the German Penetration into eighteen South American countries. These names are foreign names of persons throughout South America. Mr. Tracy pointed out to the Conference that there would appear to be no reason to index these names in the Bureau's Administrative Files Section; that if in the opinion of the SIS Division an index on them should be maintained, it should be maintained solely in that Division. Mr. Foxworth pointed out that they are indexed in the SIS Division; that, however, he believes they should be indexed in the Administrative Files Section in order that if anything comes through on that particular person, it will be caught in the Administrative Files Section. He pointed out that material coming into the Bureau is not searched against the SIS index. Mr. Tracy pointed out that while this might be a useful function during the present emergency, it is not of sufficient importance for all of these individual names to be made a matter of permanent record in the Administrative Files index; that we will have an index file so large that its efficiency will be impaired to the permanent detriment of the Bureau's future work.

All members of the Conference with the exception of Mr. Nathan and Mr. Tracy voted in favor of indexing the individual names. There were present at the Conference, Messrs. Tolson, Tamm, Nathan, Glavin, Quinn Tamm, Foxworth, Nichols, Ladd, Curnea, Rosen and Tracy.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

W. R. Glavin

NOT RECORDED

66-2554-

44

WHL: lrd:jh

February 11, 1941

13463

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Nathan, Tolson, Ladd, E. A. Tamm, Quinn Tamm, Rosen, Tracy, Nichols, Gurnea, Carson, and Glavin considered a suggestion made by Special Agent Thomas N. Berry of the Seattle Office that arrangements be made to have Physicians' Exchange Service for Resident Agents located at a distance from headquarters cities.

Special Agent Berry reports that he noted while on office duty the Resident Agents at Spokane, Washington, had communicated telephonically with the Special Agent in Charge at Seattle, reporting absences from their homes for several hours. The suggesting Agent is of the opinion that if a Physicians' Exchange Service is secured, there will be a considerable savings in money and these Agents can be located through such service without difficulty.

For the information of the Director, although SA Berry labels this service as Physicians' Exchange Service, it is a service which will be handled by the telephone company whereby for a stated amount per month the subscriber when leaving his home can communicate with the telephone company and tell them where he can be reached during a certain period of time and any calls for him are transmitted to the given number during that period of time.

The Conference has no objection to this procedure being followed at Spokane if such service can be secured. The Conference is of the belief that long distance calls such as are made to the Seattle Office when a Resident Agent is just going to be absent from his home for several hours should not be necessary. The Conference does not recommend this service for the entire field at this time due to the fact that there does not appear to be any difficulty being experienced in other offices. There is attached hereto a communication addressed to the Special Agent in Charge at Seattle concerning this matter as well as a communication to SA Berry.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

7/17/90 BY SP5C/oms

DL:CG

February 11, 1941

MEMORANDUM FOR THE DIRECTOR

13464

At a meeting of the Executive Conference on February 8, 1941, which was attended by Messrs. Tolson, Nathan, E. A. Tamm, Glavin, Tracy, Quinn Tamm, Rosen, Carson, Carson and Ladd, the request of the Laboratory for an electrolytic analyzer was considered.

It was pointed out that this equipment was necessary in connection with quantitative chemical analysis in plating of metals in connection with examining brass and other metals for the purpose of determining their constituents. Such a unit would cost approximately \$255.00.

The Conference was unanimously in favor of purchasing this equipment.

Respectfully,
For the Conference

Clyde Tolson, Chairman

U. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

RECORDED & INDEXED

66-2554-1920

FEDERAL BUREAU OF INVESTIGATION

FEB 21 1941

U. S. DEPARTMENT OF JUSTICE

TOLSON TAMM CHASE
✓ ✓ ✓

DR 42

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/17/90 BY SP5C/LMS

HM:CSH

February 10, 1941

13465

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Curnea, Rosen, Ladd, Carson, Tracy, G. Tamm, E. A. Tamm, Glavin, Tolson and Nathan, considered suggestions of Special Agent Sidney A. Andur, contained in his letter of January 22nd, to the following effect:

1. Andur suggests that Agents be informed that at all times in making investigations, when contacting victims, and at all times when "selling" the Bureau, definite stress should be placed on the fact that the entire technical and investigative facilities are free.

The Conference was of the opinion that it would be undesirable to issue any such instructions to the field. It is well known that the FBI does not charge for its services. The fact that the Bureau's services are without cost is stressed in all publications of the Bureau, in each and every address made by any and every Bureau official.

2. Andur suggests that when an investigation is made of an applicant who has been divorced, it is difficult to secure the basic grounds upon which the divorce was granted, and at the time of interview, after filing of the application, the following information should be obtained from the applicant: Place where divorce was obtained; court where divorce was obtained; date when divorce was obtained; docket number of case if known--if not known, the name of the attorney who represented applicant at the time of the divorce.

The Conference was of the opinion that there was no necessity for making this requirement. Any and all information bearing upon the character of all applicants should be secured.

A letter to Andur has been prepared.

Respectfully,
For the Director,

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/17/90 BY SP5CJH/m

Sidney Tolson, Chairman

H. R. Glavin, Secretary

NOT RECORDED

66-2554

ORIGINAL FILED IN 427

DEL:CS

February 17, 1941

13466

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on February 6, 1941, attended by Messrs. Tolson, E. A. Tamm, Nathan, Nichols, Rosen, Quinn Tamm, Tracy, Gurnea, Carson, Drayton and Ladd, the request for additional Presto Recorders for the field was considered.

It was pointed out that of the 61 Presto Recorders presently owned by the Bureau, 43 of them are presently being used in only six of the offices; that a request is now pending for three additional ones for San Francisco; that it takes considerable time to obtain this equipment in view of the national emergency and it was believed that the order of additional sets should be expedited. These sets cost approximately \$1,300 each.

It was the unanimous opinion of the Conference that a total of 50 such sets be purchased, 49 for the field and 1 additional semi-portable recorder for the Laboratory.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,03
DATE 7/18/90 BY SP6/10ms

February 9, 1941

13467

MEMORANDUM FOR THE DIRECTOR

RE: Non-specific Complaints
Investigated by Police
Departments.

The Executive Conference, Messrs Tolson, Nathan, Tamm, Ladd, Glavin, Foxworth, Quinn Tamm, Nichols, Gurnea and Tracy being present, considered the matter of submitting non-specific complaints for investigation by local police departments. This matter was submitted to the Conference by Mr. Tracy and it was pointed out that the present procedure is that when the police department report is received covering the investigation and the result is negative, the field office merely files the report and the Bureau is not advised.

The Conference was of the unanimous opinion that the present procedure should continue in effect although there undoubtedly will be from time to time inquiries made at the Bureau wherein the Bureau will not have a record of the investigation made. This situation developed in the case of Thomas Kirby Schmuch, Jr., wherein an inquiry was made by the local police and the information received was shown to be without foundation in fact. The Conference felt that such instances would be so infrequent that it would be better for an inquiry to be made of the field office telephonically at the time such an instance arises rather than have all non-specific complaints of this sort sent to the Bureau for filing.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

W. R. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C110ms

February 1, 1941

13469

J.
EAT:DMF

MEMORANDUM FOR THE DIRECTOR

0.
The Executive Conference considered the attached letter to all Special Agents in Charge entitled "Registration Act" and was unanimously in favor of its submission to the field.

Those attending were Messrs. Tolson, Glavin, Nathan, Foxworth, Ladd, Tracy, Clegg, Rosen, Nichols and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

Attachment

NOT RECORDED

RECEIVED
FEB 1 1941
FBI
713190
SP5
32363

66-2554-

February 1, 1941

13468

EAT:EMP

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference considered the attached letter to all Special Agents in Charge, entitled "Insurance Committee for the Protection of American Industrial Plants" and was unanimously in favor of its submission to the field.

Those attending were Messrs. Tolson, Nathan, Foxworth, Ladd, Tracy, Clegg, Rosen, Glavin, Nichols, and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. R. Glavin
Secretary

Attachment

STANDARD

66-2554

HN:CEH

February 5, 1941

13470

MEMORANDUM FOR THE DIRECTOR

⑥
part

The Executives Conference, consisting of Messrs. Tolson, Ladd, C. Tamm, Curnea, Foxworth, Nichols, E. A. Tamm, Glavin, Nathan, and Rosen, on February 4th, considered the suggestion of Mr. Nathan L. Ferris to the effect that inquiry be made, at the forthcoming Pan American Session of the IIPA, with a view to ascertaining which South American countries have "National Police Day" or "Founder's Day" celebrations for their police organizations, so that the heads of the police organizations could be sent congratulatory telegrams, or something of a similar nature, on such days.

The Conference was of the opinion that it would do no harm to determine what procedure was current in South American countries, but did not approve at this time the sending of telegrams, feeling that there would be time enough to meet that situation when it was determined which countries had celebrations and the nature thereof.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/10ms

NOT RECORDED

66-2554

WEG:jh

February 5, 1941

13471

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Foxworth, Ladd, E. A. Tamm, Quinn Tamm, Rosen, Tracy, Nichols, Gurnea and Glavin considered a suggestion submitted by SAC Peterson of the Boston Office that foreign language dictionaries be furnished the various field offices for their use in making approximate translations of telegrams and other materials received by them.

The Conference is of the unanimous opinion that such dictionaries should not be furnished, the members of the Conference believing that translations which would be made by the field through the use of a dictionary would not be of much value.

There is attached hereto a communication addressed to Mr. Peterson concerning this matter.

Respectfully,
For The Conference,

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,03
DATE 7/18/90 BY SP5C10MS

DELM:CS

February 7, 1941

MEMORANDUM FOR THE DIRECTOR

13472

At a meeting of the Executive Conference on February 4, 1941, attended by Messrs. Tolson, Nathan, E. A. Tamm, Glavin, Quinn Tamm, Nichols, Foxworth, Gurnea, Rosen, Tracy and Ladd, the suggestion that teletype equipment for use with the Bureau's radio transmitter and two mobile printing units for use in Bureau cars or at Quantico be purchased was considered.

It was pointed out to the Conference that this was a new development that had been tried for a period of approximately one month in the Technical Laboratory; that the transmitter cost approximately \$1,400 and each of the mobile printers would cost approximately \$400. It was pointed out that this is a new field of communication which will rapidly extend to police departments and that it was believed that this equipment would be very valuable in connection with communications work.

Messrs. Tolson, Glavin, Quinn Tamm, Nichols, Gurnea, Rosen and Ladd were in favor of the purchase of this equipment. Messrs. Nathan, E. A. Tamm and Foxworth were opposed.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C11DMS

14749-753

WEG:MTS

January 31, 1941

MEMORANDUM FOR THE DIRECTOR

13473

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Ladd, Quinn Tamm, Nichols, Rosen, Tracy, and Glavin, considered a proposed form letter to the field transmitting revised pages of the Manual of Communications Instructions.

The Conference unanimously approved the distribution of these revised pages.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED
66-2554

7/18/90
UNCLASSIFIED 323,013
SP5C, loms

6150-4

90

13455

February 9, 1941

MEMORANDUM FOR THE DIRECTOR

RE: Checking and Consolidation
of Cards -
Searching Unit - Files Division

Mr. Tracy brought to the attention of the Executive Conference, Messrs. Tolson, Nathan, Tamm, Ladd, Glavin, Foxworth, Quinn Tamm, Nichols and Gurnea being present, a suggestion that a permanent checking force be assigned in the Files Section to check and consolidate the approximately six million index cards in the Searching Unit of the Administrative Files Division, this to be a continuous and permanent project.

There is no doubt but that this is one of the greatest needs in the Administrative Files Division at the present time and the employees selected should check for (1) misfiled cards, (2) to consolidate cards with the same name, (3) to recommend changes in the classification of mail in the preparation of index cards or in the filing of such cards.

The Conference was advised that it is extremely important that this checking be initiated at the earliest possible time in view of the fact that the index files are being increased at the rate of two million per year at the present time. Since the Bureau's inception in 1908, we have only prepared six million index cards. The rate of increase at the present time is so tremendous that the value of the index cards will be materially lessened the longer such a check is postponed.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

The Conference was unanimous in the approval of this suggestion.

RECORDED & INDEXED

Respectfully,
For the Conference

Clyde Tolson, Chairman
FEB 27 1941

U. R. Glavin, Secretary
U. S. DEPARTMENT OF JUSTICE

cc - Mr. R. Glavin

INITIALS ON ORIGINAL - ?

ORIGINAL FILED

13456

EAT:DS

February 12, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the matter of setting forth in investigative reports which are being submitted to other governmental agencies undeveloped leads and recommends that hereafter in all types of investigations the undeveloped leads be set forth on separate pages and as an addendum to an investigative report rather than incorporated immediately at the end of the details of the investigative report. A suggested bulletin is attached hereto.

The Conference also considered the question of setting forth in investigative reports the names of sources of information, contacts and informants, and recommends that in all National Defense Act cases the practice be adopted of not setting forth in the investigative reports the names of informants, sources of information or contacts, and that this material be affixed to the report as a separate addendum or exhibit. A suggested bulletin upon this subject is attached hereto.

The entire Conference, with the exception of Messrs. Nathan and Clegg, concurred in this recommendation. Messrs. Tolson, Glavin, Gurnea, Tracy, Ladd, Foxworth, Q. Tamm and E. A. Tamm are in favor of the suggestion. Messrs. Nathan and Clegg, believing that the conditions which make this procedure desirable at the present time are temporary, recommend against any action upon the proposal for a temporary period in the belief that the Bureau's relationships with other investigative agencies which are presently attempting to establish themselves as competitors of the Bureau will be properly adjusted.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/18/90 BY SP5C140MS

NOT RECORDED

66-2554-

60

COPI
hvv

13457

February 13, 1941

HN:CSH

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Glavin, Gurnea, Rosen, Ladd, Carson, Tracy, Q. Tamm, E. A. Tamm, Tolson and Nathan, considered the suggestion of Special Agent V. L. Sullivan relative to the setting up of sample registers in the training division. The Conference thought this was a good suggestion and should be followed for such registers as are still current, for a period of two days prior to the close of each new agents' training class.

The Conference also considered the suggestion of Agent Sullivan to the effect that in NMVTA investigations trainees be required to submit roughdraft reports. The Conference was informed by Mr. Nathan that this procedure has already been initiated.

A letter to Sullivan is attached.

Respectfully,
For the Director,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/LMS

GJT:RP

February 14, 1961 - 13458

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/19/90 BY SP5C110ms

RE: INDEXING - ADMINISTRATIVE FILES SECTION

Mr. Tracy brought to the attention of the Conference the request of the National Defense Division for the indexing of the membership of the Italian-American Society. A list of members was received from a Bureau field office and covered the membership of the particular society.

A check of the files reveals there is no record of any investigation of the Italian-American Society and no information concerning the Society, its purpose, its aims or its history. In view of the fact that no investigation is being made or has been made, there would appear to be no investigative interest on the part of the Bureau in this particular Society. The list of the 1960 membership was sent in by the Milwaukee Office, that office having secured it from a confidential source. It is informative only, and the indexing of the particular piece of correspondence itself, without the indexing of any of the membership, would appear to be sufficient for the Bureau's purpose.

It was pointed out to the Conference that the indiscriminate indexing of names will result in the Administrative Files Division index being a name index mainly, as opposed to an investigative index, and that the indexing of names only will greatly slow the searching in the Files Section and will greatly increase the work of the individual supervisors in that when they request all information on a particular name, they will receive many files containing information showing only that the person is a member of one organization or another. There will be no investigative information whatever in connection with a pure name index card.

Mr. Tolson _____ Mr. Tamm pointed out that the Italian-American Society was an important society and that he felt the entire membership should be indexed as they are received. The following members of the Conference agreed with Mr. Tamm: Rosen, Glavin, Nichols, Gurnea, Quinn Tamm, Foxworth and Tolson. Mr. Nathan and Mr. Tracy were opposed to the indexing of the members of this society as a matter of policy.

Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

Director's Notation
"Approved. H."

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin

ORIGINAL FILED IN 100-3284-62

WAG:lrd

February 14, 1941

13459

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Foxworth, Ladd, Quinn Tamm, Rosen, Tracy, Nichols, Gurnea, and Glavin considered the desirability of resuming In-Service retraining immediately. A committee composed of Messrs. Nathan and Glavin were designated to submit a report on this matter.

Messrs. Nathan and Glavin submitted a report recommending that retraining be reinaugurated, effective February 24, 1941, and that at least forty Agents be included in each retraining class. They also recommend that the basement gymnasium be used for these retraining sessions and that gymnasium attendance be cancelled for the present. They point out that additional classroom space is not available from space occupied by the Bureau at the present time. They further recommend that the course of retraining cover a period of two weeks and there is appended hereto a curriculum for this retraining showing five days' firearms training and Accountants being held over for an additional two days' retraining. They further recommend that during a period of retraining the Assistants to the Director and the Assistant Directors be instructed to see on a proportionate basis all Agents in the retraining classes and that the remaining members of the Executive Conference see as many of the members as they can.

The Executive Conference unanimously recommends approval of the suggestions submitted by Messrs. Nathan and Glavin, the Conference being of the opinion that all Agents who enter on duty prior to July 1, 1940, be considered for this training.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

H. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Attachment

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/98 BY SP5C/10MS

60

COPY
hvw

SJT:MLG

February 11, 1941

13460

MEMORANDUM FOR THE DIRECTOR

RE: INDEXING - ADMINISTRATIVE
FILES DIVISION

Mr. Tracy brought to the attention of the Conference, a request of the National Defense Division to index 341 names of American Legion contacts in National Defense Matters.

It was pointed out that the list comprised reputable and reliable Post Commanders of the American Legion who could be expected to cooperate in furnishing names of members within each individual Post of the American Legion best suited by one reason or another to act as contacts. Mr. Tracy stated that the subsequent names to be furnished would create a large number of persons whose names it would be necessary to index.

All members of the Conference with the exception of Mr. Nathan and Mr. Tracy were in favor of indexing all such names.

There were in attendance at the Conference, Messrs. Tolson, Tamm, Nathan, Glavin, Quinn Tamm, Foxworth, Nichols, Ladd, Gurnea, Rosen and Tracy.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

cc-W.R. Glavin

Director's Notation
"O. K. H."

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323/013
DATE 7/18/90 BY SP5CJL/mjs

Executive Conference

DEL:CS

February 27, 1941

13420

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on February 25, 1941, attended by Messrs. Nichols, Clegg, Glavin, Quinn Tamm, Rosen, Tracy, Carson and Ladd, it was pointed out that Mr. Herbert Hoover, Jr. has a radio transmitting station just out of Pasadena, California, which he has offered to the Bureau for experimental use for a few weeks for the purpose of determining the feasibility of establishing contact between San Diego, or some other point on the West Coast, and Honolulu and Juneau, Alaska. Permission was requested to accept the offer of Mr. Hoover for the experimental use of this radio for a period of two or three weeks and it was indicated to the Conference that it was desired by the Laboratory that Mr. Conrad be sent to Pasadena for the purpose of making the necessary tests with this equipment.

The Conference was unanimously in favor of accepting Mr. Hoover's offer and of sending Conrad out for the purpose of making the necessary tests for a period of two or three weeks.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Gandy _____

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,018
DATE 7/18/90 BY SP54/ams

INITIALS ON ORIGINAL - 3

ENCLOSURE (ON ORIGINAL)

66-2554-1922

| |
|---------------------------------|
| FEDERAL BUREAU OF INVESTIGATION |
| MAR 11 1941 |
| U. S. DEPARTMENT OF JUSTICE |
| TOLSON FOXWORTH LADD |
| CHIEF CLERK |

ORIGINAL FILED IN 80-646-100

DL:CS

February 27, 1941

13441

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on February 25, 1941, attended by Messrs. Nichols, Clegg, Glavin, Quinn Tamm, Rosen, Tracy, Carson and Ladd, the request of the Laboratory for the purchase of two portable CW radio transmitters was considered.

It was pointed out to the Conference that these transmitters would cost approximately \$97.50 each, would operate on variable frequencies and were to be used for the purpose of determining the most logical frequencies to be used in transmitting messages from South America to the United States and between such other points as might be of interest to the Bureau; that these sets were to be used in determining ship distances obtained from the use of various frequencies.

The Conference was unanimously in favor of the purchase of this equipment.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,618
DATE 7/18/96 BY SP5CJ/pms

40-677-40

422

WRG:MTS

February 26, 1941

MEMORANDUM FOR THE DIRECTOR

13442

②
The Executive Conference, consisting of Messrs. Clegg, Ladd, Rosen, Carson, Tracy, Quinn Tamm, Nichols, and Glavin, considered a communication received from SAC Devereaux of the Chicago Office under date of February 4, 1941, regarding what is known as the "Way-A-Way" light.

It was pointed out to the Conference that this is a light installed on the outside of the windshield of the car which swings from side to side while driving and which would make easily identifiable any Bureau car on an emergency mission.

The Conference is of the opinion that such a device is not needed at the present time.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/12/90 BY SP5C11/pms

LBN:FML

February 31, 1941

13443

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the matter of maintaining statistics on agent days devoted to the handling of Anti-Trust Cases and Plant Survey Cases.

Mr. Tamm pointed out that he felt the agent days on Anti-Trust Cases should be kept but that we could dispense with the statistics on Plant Survey Cases. Accordingly, if this is approved, arrangements will be made with the Files Section whereby all Anti-Trust Cases will be routed to Mr. Harbo's Office.

This will be the only type of report that will be routed to Mr. Harbo's Office in the Files Section. However, other statistical data such as recoveries and convictions are recorded in Mr. Harbo's Office after the reports upon which the statistics are based are reviewed by the Assistant Director and transmitted to Mr. Harbo by routing slip.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/96 BY SP5elloms

ORIGINAL FILED IN 66-2362-1317

SJT:MLG

February 17, 1941

13414

MEMORANDUM FOR THE DIRECTORRE: Index System in New
York Office

2m

The Executive Conference was advised by Mr. Tracy of the condition of the card index system in the New York Office. It was pointed out that the New York Office installed in 1937, a special index recommended by the Shaw-Walker Company. The installation of this index was approved by the Bureau and it consists of a system whereby the filing is governed by the initials as differentiated from a straight alphabetical system. A careful check of the New York Office index by Supervisor Drury, who was recently transferred to New York, disclosed a large number of misfiled cards. He ascertained that with but three old file room employees, the special index system used was not understood; further, that none of the Special Agents or supervisors understood the system, therefore, at nights and on Sundays and Holidays in the past numerous misses must have been made due to the fact that searches were made on a straight alphabetic basis.

It has been determined by actual check that it will take as long to check the index files and correct those misfiled as it will to change the file over to a straight alphabetic system. It is recommended by SAC Sackett that the system be changed over. This can be done without interference with the regular work of the office.

It was recommended by Mr. Tracy to the Conference that authorization be given to the New York Office to begin immediately on the checking of the card index system, changing it to a straight alphabetic system.

The Conference voted unanimously in favor of having this done.

This system was brought to the Bureau's attention by former SAC Whitley when he was in New York. The Bureau advised Mr. Whitley to use his own judgment and he subsequently recommended this system. The Bureau furnished him a fiscal control number in order to purchase same.

NOT RECORDED

UNCLASSIFIED 328013
7/18/90 BY SP5C110MS

66-2554

ORIGINAL FILED IN 66-27-10647

13445

Memorandum for the Director

-2-

February 17, 1941

A letter is attached to the New York Office authorizing Mr. Sackett to proceed with the changing of the card index system to a straight alphabetic system.

All members of the Conference were present.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin

REC-10

February 15, 1941

13146

MEMORANDUM FOR THE DIRECTOR

CONFERENCE MEMORANDUM

At a meeting of the Executive Conference on February 14, 1941, the attached revised recommendations for the protection of our building space were submitted by Mr. Gurnea. The Conference voted unanimously for the adoption of these recommendations. Those present were -

| | | |
|---------|----------------|---------------|
| Messrs. | Clyde Tolson | A. Rosen |
| | E. A. Tamm | H. E. Gurnea |
| | H. Nathan | S. J. Tracy |
| | H. H. Clegg | L. B. Nichols |
| | D. M. Ladd | Quinn Tamm |
| | P. E. Foxworth | W. R. Glavin |

Respectfully,
For The Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/LMS

February 15, 1941

MEMORANDUM FOR THE DIRECTOR

13447

RE: Carbon Copies of Inter-
Field Office Correspondence

Section 75 of the Manual of Rules and Regulations provides for the furnishing of appropriate copies of mail, telegraphic and teletypewriter communications prepared in Field Offices, to the Bureau. Material of this type constitutes approximately one-seventh of the correspondence received at the Seat of Government.

Mr. Tracy recommended to the Conference that the Field be instructed to discontinue the sending of carbon copies of all correspondence prepared in Field Offices; that Special Agents in Charge be held personally responsible to see that the Bureau is notified by original letter of all matters that should be brought to the Bureau's attention.

The bulk of this material is with reference to investigative matters and is subsequently included in investigative reports. It was pointed out that at least for the duration of the emergency, this recommendation should be approved.

The entire conference with the exception of Mr. Foxworth recommended that the suggestion be approved.

There is attached hereto, a sample of the type of correspondence frequently received. There is also attached hereto, a bulletin to all Special Agents in Charge, in the event you approve the above information.

Those in attendance were Messrs. Tolson, Tamm, Clegg, Ladd, Foxworth, G. Tamm, Nathan, Glavin, Gurnea and Tracy.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. B. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc: J. B. Glavin

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 3236-13
DATE 7/18/90 BY SP5C/Loms

HN:CSH

February 15, 1941

13448

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, E. A. Tamm, C. Tamm, Rosen, Nichols, Glavin, Nathan, and Foxworth, considered the attached additions to the curriculum for the Pan American Session of the National Police Academy, and unanimously approved.

Respectfully,
For the Director,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN 1-2175-37

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C/Loms

66-2554

42x

WRC:lrd

February 14, 1941

13423

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nathan, Clegg, Foxworth, Ladd, Quinn Tamm, Rosen, Tracy, Nichols, Gurnea, and Glavin considered a suggestion submitted by the Special Agent in Charge at Dallas, Texas, regarding the possibility of installing a postal telegraph printer in the Dallas Office. It was pointed out to the Conference that Mr. Kitchin, SAC, states that frankly he is not of the opinion that it would serve any great purpose at the present time; that, however, if the service could be obtained free of charge and taking into consideration the fact that telegraph messages would not be in the hands of Western Union or Postal Telegraph messengers, with the possibility of such messages being read or in any other manner misused by a messenger, this system may prove advantageous to the Bureau in the present emergency not only for the Dallas Office but for every division in the Bureau.

The Conference is of the opinion that no further consideration should be given to requesting the installation of such a printer at the present time; that it is a known fact that when one company puts in a printer it is desirous of having all of the business and there would be difficulty experienced after the installation of such a printer unless the one installing it was given preferential treatment.

There is attached hereto a communication addressed to the Dallas Office concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

E. B. Glavin
Secretary

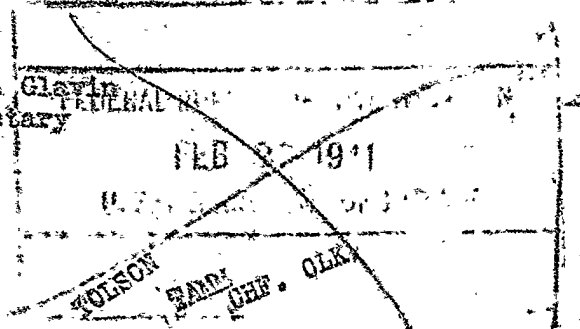
Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Attachment

NOT RECEIVED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/10MS



EAT:DS

February 14, 1941

13450

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin concerning Maritime Matters and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Tolson, Nathan Ladd, Tracy, C. Tamm, Rosen, Nichols, Glavin and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Glavin, Secretary

Attachment

1 encl
Rec original

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5CJ/DMS

February 14, 1941

13451

EAT: HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommends at this time against any destruction of the so-called nationalistic tendency cards which are maintained in the Files Section. The Conference feels it would be unwise to destroy or otherwise dispose of these records at this time.

Those attending were Messrs. Tolson, Ladd, Foxworth, Nathan, Nichols, Glavin, Rosen, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/19/90 BY SP5CJL/oms

66-2554-1753

6.18

13452

February 14, 1941

MEMORANDUM FOR THE DIRECTOR

Mr. Tracy brought to the attention of the Executive Conference the request of the National Defense Division to index about 5,000 names of members of the Washington Committee for Democratic Action. This Committee is a unit of the National Federation for Constitutional Liberties, which is headed by the Rev. Owen A. Knox of Detroit, Michigan. The leadership and program of the organization is definitely along Communistic lines. However, the membership is in no way indicative of membership in the Communist Party, but is drawn from all walks of life.

Mr. Tracy pointed out to the Conference the objections to the indiscriminate indexing of names where there is no additional information pertaining to the person other than the membership in an organization. Mr. Tracy pointed out that it would be sufficient to index the organization itself and the officers, but that additional indexing of the membership would serve no useful purpose but would only tend to fill the administrative files index system with surplus and useless information.

The following members of the Conference voted against indexing the membership of this particular group: Tolson, Glavin, Nathan, Nichols, Ladd and Tracy. The following members voted in favor of indexing each name: Tamm, Quinn Tamm, Foxworth, Gurnea and Rosen.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

cc: Mr. Glavin

NOT RECORDED

66-2557

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/96 BY SP5C110mS

ORIGINAL FILED IN 66-2557-12

13453

SJT:RP

February 14, 1941

MEMORANDUM FOR THE DIRECTOR

It was suggested by James F. McLean, an employee of the Administrative Files Section, that Western Union and Postal Telegraph Companies be requested to install teletype machines in all field offices for use in transmitting messages from the Field Divisions, thus eliminating the use of messengers for this purpose.

This suggestion was made by an employee of the field a few days prior, and the Executive Conference unanimously voted against making such a request of the telegraph companies. Accordingly, the attached letter has been prepared to Mr. McLean, thanking him for his suggestion and advising of its disposition.

Respectfully,
For the Conference

Clyde Tolson, Chairman

V. R. Glavin, Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 328013
DATE 7/18/90 BY SP5CJ/lms

Executive Conference

2-50

5100-2015

Class

September 17, 1940

13454

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Ladd, Carson, Hanco, R. H. Laughlin and Quinn Tamm being present, considered a suggestion submitted by Mr. A. T. Potter, Supervisor of the Single Fingerprint Section, that the Bureau publish in the FBI Law Enforcement Bulletin a notice suggesting that the records of known gypsy swindlers be referred to the Bureau by local law enforcement agencies so that they may be included in the Bureau's general appearance file on confidence operators.

The Conference advised that this would materially increase the size of the confidence file and possibly increase the work of the Single Fingerprint Section. However, numerous requests are presently being received for information concerning gypsy swindlers and it is believed that this would be an additional service which the Bureau could well render to local law enforcement agencies.

If you approve, such a notice will be published in a future issue of the FBI Law Enforcement Bulletin.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. A. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C/LQMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1314-1

90

13439

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/18/90 BY SP5E110ms

NOT USED

66-2554-1923
41924

CHANGED TO

1-3094-X1514X1

Office

Jan 1, 1941

13427

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference, Messrs. Ladd, Clegg, Rosen, Nichols, Drayton, Carson, Glavin, Tracy and Egan were present, considered requests received from two local offices of the Alcohol Tax Unit that in the future the Bureau furnish to the Alcohol Tax Unit two copies of each criminal record received as a result of a search of their fingerprint cards.

The Conference was advised that at the present time it is the policy of the Identification Division to transmit three copies of a criminal record to the Alcohol Tax Unit, one copy for the District Attorney, one copy for the local fingerprint file and one copy for the District Supervisor. The transmittal of three such copies is, of course, an exception to the Bureau's general rule which is to furnish two copies of criminal records to all Government agencies and was first granted to the Alcohol Tax Unit in order that they could furnish one of the copies to the United States Marshal. The Bureau has been advised by the United States Marshal at Lexington, Kentucky that he does not receive any copies of criminal records of persons arrested by the Alcohol Tax Unit. Consequently, the Alcohol Tax Unit is retaining all three copies of the record.

The Conference recommends that because of the tremendous volume of work being handled by the Identification Division the Alcohol Tax Unit be limited to two copies of the criminal record as is the case in all other Government agencies and that the third copy of the record be transmitted directly to the United States Marshal, who needs a copy of the record of prisoners of the Alcohol Tax Unit; that the Alcohol Tax Unit be advised that it will not be possible to furnish them with four copies but rather it will be necessary for the Bureau to transmit only two copies directly to the office and that a third copy will be forwarded to the United States Marshal.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Nathan

Mr. Ladd

Mr. Glavin

Mr. Nichols

Mr. Hendon

Mr. Rosen

Mr. Tracy

Miss Gandy

If you approve, three attached letters to the Alcohol Tax Unit at San Francisco, California and the Alcohol Tax Unit at Kansas City.

INDEXED

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5/10ms

66-2554 - 1924X

ORIGINAL FILED IN

Case for the
Director

13428

March 1, 1941

Enclosed, a letter to the United States Marshal at Lexington, Kentucky, as well as a memorandum to the Identification Division advising them of this new policy.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

Enclosure

W. H. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

DEL:GS

March 5, 1941

13424

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on March 4, 1941, attended by Messrs. Foxworth, Clegg, Nichols, Glavin, Tracy, Rosen, Quinn Tamm, Carson and Ladd, the Conference considered the request of Mr. Ladd for authority to rent an appropriate location in the vicinity of Washington for the purpose of maintaining a radio listening point.

The Conference was advised that the radio men from the Laboratory were presently endeavoring to locate a suitable spot which was believed could be rented for approximately \$50 a month; that such a place was necessary in order that the least possible interference with radio reception would be present and that if such a location were established and a radio network developed, it would probably be desirable and necessary to establish a teletypewriter in this location in order that constant and instantaneous communication could be maintained with the Bureau.

The Executive Conference was unanimously in favor of this suggestion.

Respectfully,
For the Conference

Clyde Tolson, Chairman

N. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303413
DATE 7/18/90 BY SP5clb/ms

66-2554 -

DHL:GS

March 5, 1941

13425

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on March 4, 1941, attended by Messrs. Foxworth, Clegg, Nichols, Glavin, Tracy, Rosen, Quinn Tamm, Carson and Ladd, the request for the purchase of two complete 1,000 watt transmitters for C.W. (key) operation was considered.

It was pointed out that these were desired in connection with establishing a preliminary network for the purpose of maintaining communication between San Diego, California and Honolulu, Central and South America and possibly Alaska. It was pointed out that these transmitters would cost approximately \$4,000 each.

The Conference was unanimously in favor of the purchase of these transmitters.

Respectfully,
For the Conference

Clyde Tolson, Chairman

H. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C110NS

112

13425A

SJT:RP

March 2, 1941

MEMORANDUM FOR THE DIRECTOR

It was brought to the attention of the Executive Conference by Mr. Tracy that for many years typists and stenographers at the Seat of Government and in the field have been entering on abstract slips in the center block above the black line a descriptive title to show where the abstract should be filed, such as "House", "Senate", "Miscellaneous Bureau", etc. In recent years, due to the large number of new employees, so many errors have occurred both at the Seat of Government and in the field in the entries in this space that the Files Division at the Seat of Government has been unable to rely upon it. The Files Division is now equipped and prepared to handle abstracts without the information in this space and, therefore, there would appear to be no reason for its continued use.

Mr. G. George Lodler, Jr., an employee of the Files Division who made this suggestion, advised that the employees handling the filing of abstracts are fully capable of filing them accurately without depending on this particular information and he made the suggestion that its use be discontinued.

The Executive Conference unanimously approved the suggestion and the attached bulletin is submitted for approval.

Those present at this session of the Conference were Messrs. Clegg, Ladd, Quinn Tamm, Drayton, Nichols, Rosen, Glavin and Tracy.

Respectfully,
for the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin
Mr. Laughlin - (For correction of Stenographic Manual)
Training Division - (For correction of Chief Clerk's Manual and Manual of Rules and Regulations)

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5/oms

ORIGINAL FILED IN 66-2554

SJT:BP

March 3, 1941

MEMORANDUM FOR THE DIRECTOR

There was brought to the attention of the Executive Conference by Mr. Tracy the suggestion made by Mr. Patterson that in all outgoing form letters and bulletins, approved by the Executive Conference and the Director and sent to the Mechanical Section for multigraphing, a copy be detached by Mr. Dannenberger in the Mechanical Section and transmitted to the supervisor in charge of the Files Division prior to printing. This suggestion was made in view of the fact that numerous letters and bulletins to the Special Agents in Charge and memoranda to Bureau Officials contain instructions which affect some phase of the work in the Files Division. It is very seldom that supervisors preparing such bulletins or letters confer with the Files Division prior to their preparation to ascertain the effect some regulation will have on the filing procedure, or to instruct the Files Division as to what is desired in the way of procedure in the handling of such material as may be received.

It was pointed out to the Conference by Mr. Tracy that this suggestion had merit, and the Conference approved unanimously that the suggested procedure be adopted.

There is attached hereto a proposed interoffice memorandum to all supervisors at the Seat of Government, together with a memorandum to Mr. Dannenberger.

Those in attendance at this session of the Conference were Messrs. Clegg, Ladd, Quinn Tamm, Drayton, Nichols, Rosen, Glavin and Tracy.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SPSC/10MS

66-2554-102
FILED IN

OT:mas

March 1, 1941

13429

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Ladd, Clegg, Rosen, Nichols, Egan, Carson, Glavin, Tracy and Quinn Tamm being present, considered two form letters submitted by the Identification Division to be used in the return of duplicate applicant fingerprint cards to the contributor. It is pointed out that these form letters will save approximately ten signature letters a day.

The Conference recommends the approval of the form letters which are attached hereto for signature, if approved.

Respectfully,
For the Conference

Clyde Tolson, Chairman

Enclosure

H. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/10mS

NOT RECORDED

66-2584

RECEIVED-DIRECTOR
FBI
MAR 6 3 06 PM '41
MAR 6 3 47 PM '41
U. S. DEPT. OF JUSTICE

ORIGINAL FILED IN 66-1631-6937

STT:BP

March 1, 1941

13430

MEMORANDUM FOR THE DIRECTOR

RE: CLASSIFYING UNIT, ADMINISTRATIVE FILES DIVISION

Mr. Tracy brought to the attention of the conference the proposed break-up of the Classifying Unit into the three following groups:

Division Five - National Defense
Division One - Investigative
Miscellaneous - including all other types

It was pointed out to the Conference that Mr. Patterson and Mr. Veilhart are in agreement that it will facilitate and simplify the work of the Classifying Unit if classifiers specializing in certain classifications. It will result in more uniform classification, and in classifiers being able to handle a greater volume of work per person. The Conference was advised that arrangements had been perfected for this change to be put into effect on Monday morning, March 3, 1941, with Mrs. Edith H. Morris, first assistant to Mrs. Pumphrey, in charge of the day shift, and Miss Mary O. Wolfe, second assistant to Mrs. Pumphrey in charge of the night shift.

The Conference unanimously approved the foregoing. Those present were Messrs. Clegg, Ladd, Quinn Tamm, Drayton, Nichols, Rosen, Glavin and Tracy.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SPSC/10MS

NOT RECEIVED

66-2554

H2

ORIGINAL FILED IN 66-2554-1975

Office

March 1, 1941

13431

MEMORANDUM FOR THE CONFERENCE

0
The Executive Conference, Messrs. Ladd, Clegg, Rosen, Nichols, Egan, Carson, Glavin, Tracy and Quinn Tamm being present, considered a letter received from the United States Civil Service Commission in which the Bureau is requested to compare the fingerprints of aliens registered under the recent Alien Registration Act with all Civil Service employees and to furnish advice to the Civil Service Commission concerning whether or not there are aliens employed in the Federal Classified service.

Conference was advised that this, of course, would necessitate the comparing of the alien fingerprint cards against the criminal and Government files, which would be a duplicate search. Conference does not believe that such a search is justified.

If you agree, there is attached hereto a letter to the Civil Service Commission advising it that in those instances in which alien fingerprint cards are identified with a record reflecting that the employee is in the Government service, copies of the record will be forwarded to the Commission. This will apply to cases in which the Civil Service card has previously been identified with a criminal record and to all cases of Civil Service cards which are received in the future.

Respectfully,
For the Conference

Clyde Tolson, Chairman

C. R. Glavin, Secretary

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Nathan _____

Mr. Ladd _____

Mr. Glavin _____

Mr. Nichols _____

Mr. Hendon _____

Mr. Rosen _____

Mr. Tracy _____

Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5CJL/MS

ORIGINAL FILED
66-22932-617

35

13432

Office

March 1, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Ladd, Clegg, Rosen, Nichols, Eroyton, Carson, Glavin, Tracy and Quinn Tamm being present, considered the problem arising with the handling of alien fingerprint cards in the Bureau's Identification Division.

Recently Mr. Kottlitz of the Alien Registration Division contacted Assistant Director Ladd and requested advice as to how the Bureau handled the alien fingerprint cards when such cards were identified with wanted men. It is noted that Mr. Kottlitz's request was based upon Section 24, Paragraph B of the Alien Registration Act which provides:

"All registration and fingerprint records made under the provisions of this title shall be secret and confidential, and shall be made available only to such persons or agencies as may be designated by the Commissioner, with the approval of the Attorney General."

In connection with the handling of the alien fingerprint cards, this particular paragraph was discussed and submitted to you for consideration by the Executive Conference at the time the cards were first transmitted to the Bureau. At that time it was decided that such cards should be incorporated in the criminal files of the Identification Division, the fact that the individual registered as an alien should be reflected on the criminal record if such a record was found and if wanted individuals were identified and in addition to notifying the Alien Registration Division information would also be furnished to the police department that desired the apprehension of the fugitive.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Nathan

Mr. Ladd

Mr. Glavin

Mr. Nichols

Mr. Hendon

Mr. Rosen

Mr. Tracy

Miss Gandy

The Conference feels that this procedure is sound and in the procedure that should be followed. However, in order to safeguard the

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/18/98 BY SP5Cilms

ORIGINAL FILED IN 62-322932-614

Memo for the
Director

-2-

March 1, 1941

Bureau it is recommended that an official of the Bureau discuss this matter with Judge Alexander Holtzoff and obtain from him a verbal or a written ruling approving the procedure of handling the fingerprint cards.

If you approve, such a contact will be made with Judge Holtzoff.

Respectfully,
For the Conference

Clyde Tolson, Chairman

H. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

QT:mac

March 1, 1941

| | |
|----------------|---|
| Mr. Tolson | ✓ |
| Mr. E. A. Tamm | ✓ |
| Mr. Clegg | ✓ |
| Mr. Foxworth | ✓ |
| Mr. Nathan | ✓ |
| Mr. Ladd | ✓ |
| Mr. Glavin | ✓ |
| Mr. Nichols | ✓ |
| Mr. Hendon | ✓ |
| Mr. Rosen | ✓ |
| Mr. Tracy | ✓ |
| Miss Gandy | ✓ |

MEMORANDUM FOR THE DIRECTOR

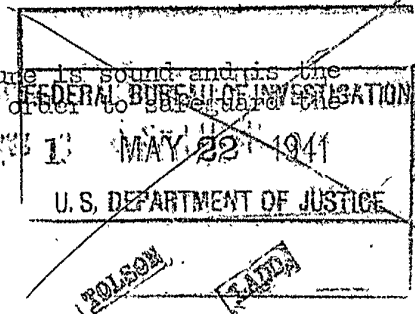
The Executive Conference, Messrs. Ladd, Clegg, Rosen, Nichols, Drayton, Carson, Glavin, Tracy and Quinn Tamm being present, considered the problem arising with the handling of alien fingerprint cards in the Bureau's Identification Division.

Recently Mr. Nettleton of the Alien Registration Division contacted Assistant Director Ladd and requested advice as to how the Bureau handled the alien fingerprint cards when such cards were identified with wanted men. It is noted that Mr. Nettleton's request was based upon Section 34, Paragraph B of the Alien Registration Act which provides:

"All registration and fingerprint records made under the provisions of this title shall be secret and confidential, and shall be made available only to such persons or agencies as may be designated by the Commissioner, with the approval of the Attorney General."

In connection with the handling of the alien fingerprint cards, this particular paragraph was discussed and submitted to you for consideration by the Executive Conference at the time the cards were first transmitted to the Bureau. At that time it was decided that such cards should be incorporated in the criminal files of the Identification Division, the fact that the individual registered as an alien should be reflected on the criminal record if such a record was found and if wanted individuals were identified and in addition to notifying the Alien Registration Division information would also be furnished to the police department that desired the apprehension of the fugitive.

The Conference feels that this procedure is sound and is the procedure that should be followed. However, in order to safeguard the



Memo for the
Director

-2-

March 1, 1941

Bureau it is recommended that an official of the Bureau discuss this matter with Judge Alexander Holtzoff and obtain from him a verbal or a written ruling approving the procedure of handling the fingerprint cards.

If you approve, such a contact will be made with Judge Holtzoff.

Respectfully,
For the Conference

✓
Clyde Tolson, Chairman

[Signature]
J. E. Glavin, Secretary

*Get a written ruling
from Holtzoff. ✓
H.*

February 26, 1941

13433

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Clegg, Ladd, Nichols, Carson, Drayton, Tracy, Quinn Tamm, and Glavin considered a suggestion submitted by SAC Sackett of the New York Office concerning the monthly administrative report.

Mr. Sackett pointed out that in the compilation of the administrative report during the month of January, it was necessary to type 61 pages to list all cases assigned to the various police departments. He recommends that the listing of delinquent police department cases be eliminated from page 3 of the report, thereby saving a tremendous amount of time necessary to secure the information and type up these delinquent cases.

He further pointed out that all the information now set out on page 1 of the administrative report regarding the delinquent cases assigned to police should be continued, inasmuch as it is obvious that such information is of definite value and is essential to the Bureau as well as to the New York Office.

The Conference as a whole recommends against listing on page 3 of the monthly administrative report the delinquent field cases and recommends that these delinquencies be shown only as to classification and number of delinquencies: i.e., Classification 1 - 55 Cases.

If the Director approves the recommendation of the Conference, an appropriate communication will be addressed to the field concerning this matter. It is believed that considerable clerical time will be saved by following such a procedure and that no information of value to the Bureau will be eliminated.

Respectfully,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

RECEIVED-DIRECTOR
FBI
JUN 24 1941

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/LMS

SJT:RP

February 23, 1941

13434

MEMORANDUM FOR THE DIRECTOR

dh There was brought to the attention of the Executive Conference by Mr. Tracy a suggestion made by Mr. Patterson to the effect that on the first day of each month every supervisor and official at the Seat of Government make a list of all investigative and administrative files in his possession on that day, forwarding this list to the Supervisor of the Files Division. Mr. Patterson advised that on the first day of each month the Filing Unit checks over every file drawer to ascertain the files which have been charged out more than thirty days, and following this check one Filing Unit employee is kept busy full time locating those files charged out in excess of the thirty day period, for the purpose of making re-charges. Mr. Patterson feels that if the listing of files is done by the supervisors and officials, the time of one employee can be saved.

The Conference was unanimously opposed to this suggestion, believing it is the duty of the Files Division to perform this function; that, in addition, the checking of each file drawer monthly has other advantages.

There were present at this session of the Conference Messrs. Clegg, Ladd, Quinn Tamm, Drayton, Nichols, Rosen, Glavin and Tracy.

Respectfully,
For the Conference

Clyde Tolson, Chairman

H. E. Glavin, Secretary

Mr. Tolson Glavin
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C/UDms

ORIGINAL

WRG:jh

February 23, 1941

13435

MEMORANDUM FOR THE DIRECTOR

Q The Executive Conference consisting of Messrs. Clegg, Ladd, Nichols, Carson, Drayton, Tracy, Quinn Tamm, and Glavin considered a suggestion submitted by Mr. Richard H. Taylor of the Communications Section that a form be prepared for distribution to the field covering the statement of official matter mailed free of postage during the present month.

It was pointed out to the Conference that at the present time under existing law, it is necessary for the Bureau to submit a report of the matter mailed free of postage by the Bureau each month under the penalty privilege and that no recognized form is being used at the present time.

The Conference recommended approval of the form suggested by Mr. Taylor. It also approved the appended form letter to be sent to all SACs concerning this matter.

There is attached hereto a communication addressed to Mr. Taylor regarding his suggestion.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554 -

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C10ms

WAG:jh

February 28, 1941

13436

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Clegg, Ladd, Nichols, Carson, Drayton, Tracy, Quinn Tamm, and Glavin considered a suggestion submitted by SAC H. E. Anderson that the Bureau might wish to bring to the attention of its employees at the present time the desirability of having direct telephone lines to their residences rather than party lines.

It was pointed out to the Conference that at the present time direct lines are used by all of our Special Agents in Charge and it does not appear that any further action is necessary in this particular regard at this time.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/10MS

13437

SJT:RP

February 28, 1941

MEMORANDUM FOR THE DIRECTOR

RE: ADMINISTRATIVE FILES DIVISION - INSPECTION

The Executive Conference was advised by Mr. Tracy of a study of the routing of mail in the Administrative Files Division, and the following suggested changes and simplifications were unanimously approved:

1. Authority to carry personally owned guns. Routed to Three, Chief Clerk. The routing to Three is unnecessary and was stopped.
2. Confidential Informants - American Legion. Routed to Five, Chief Clerk, Hendon. Inquiry of Mr. Hendon's Office reveals a request for this routing. However, the routing of reports of conferences with American Legion officials would appear to be sufficient. The routing of matters involving confidential informants within the American Legion to Mr. Hendon has been discontinued.
3. Requests for charts from field. Routed to Chief Clerk. Requests for charts from outsiders. Routed to Hendon. Both should be routed to Hendon, and instructions have been so issued.
4. Pledges from police officers. Routed Tolson, Three, Hendon. It is sufficient to route to Hendon only, and the other routings have been discontinued.
5. Suggestions. Routed Tolson, Tamm, Chief Clerk, Personnel. Suggestions received during the year should be routed only to the unit interested. Suggestions received as a result of the annual letter from the Director should be routed to Tolson, Personnel, only, for consideration of the Executive Conference. All other routings have been ordered discontinued.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

5. Tourist Camp correspondence. Routed Hendon, Nathan. The routing to Nathan is unnecessary and has been stopped. This type of correspondence has practically ceased.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/90 BY SP5CJ/DM

Memo for the Dir.

-2-

February 28, 1941

Those in attendance at this session of the Conference were Messrs. Clegg, Ladd, Quinn Tamm, Drayton, Nichols, Rosen, Glavin and Tracy.

Respectfully,
For the Conference

Clyde Tolson, Chairman

F. E. Glavin, Secretary

cc-Mr. Glavin

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Foxworth
Mr. Nathan
Mr. Ladd
Mr. Glavin
Mr. Nichols
Mr. Hendon
Mr. Rosen
Mr. Tracy
Miss Gandy

COPY-hvw

WRG:jh

February 28, 1941

13438

MEMORANDUM FOR THE DIRECTOR

RA. The Executive Conference consisting of Messrs. Glegg, Ladd, Nichols, Carson, Drayton, Tracy, Quinn Tamm, and Glavin considered the granting of annual leave during the present calendar year and recommends to the Director that the procedure suggested and approved by the Director last year be followed during the present year; i.e., that the various division heads approve leave in the amount believed by them to be permissible considering the condition of the work at that time.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Director's Notation
"O, K. H."

ORIGINAL FILED IN 66-2087-1745

NOT RECORDED

66-2554-

42
7/18/90 323,613
SP5c110ms

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

WRG:apg

March 18, 1941

13400

| | |
|----------------|---|
| Mr. Tolson | ✓ |
| Mr. E. A. Tamm | |
| Mr. Clegg | |
| Mr. Foxworth | |
| Mr. Nathan | |
| Mr. Ladd | |
| Mr. Glavin | |
| Mr. Nichols | |
| Mr. Hendon | |
| Mr. Rosen | |
| Mr. Tracy | |
| Miss Gandy | ✓ |

MEMORANDUM FOR THE DIRECTOR

Re: Staff Conferences

Reference is made to your memorandum dated March 17, 1941 concerning staff conferences.

These conferences will be held at 9:00 o'clock each morning beginning March 20, 1941.

It is not possible to hold a conference at this hour tomorrow morning because of commitments already made for persons desiring to call at this office.

Respectfully,

W. R. Glavin

RECORDED
&
INDEXED

66-2554-1925
FEDERAL BUREAU OF INVESTIGATION
2 MAR 25 1941
U. S. DEPARTMENT OF JUSTICE
TOLSON
MISS GANDY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/18/90 BY SP5C110MS

WRG:lrd

March 18, 1941

F 13401

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Tracy, Rosen, Ladd, Carson, Drayton, and Glavin considered a communication received from Forney E. Michael, Clerk of the Atlanta Field Division, that different colored assignment cards be used in the field office to expedite the preparation of the monthly field report wherein office of origin cases and other cases must be segregated.

The Conference unanimously recommends approval of the suggestion. Subject to your approval there is attached hereto a communication addressed to Mr. Michael concerning this matter, together with a communication addressed to the Chief Clerk regarding the assignment cards.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 823,013
DATE 7/18/90 BY SP5C/LMS

APR 3 10 50 AM '41
RECEIVED-DIRECTOR
FBI
U.S. DEPT. OF JUSTICE

WRG:jh

13402

March 18, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Tracy, Rosen, Carson, Drayton, and Glavin was advised by Mr. Glavin that the manufacturer of Presto Records had contacted Mr. Coffey of the Laboratory with the suggestion that the Bureau might wish to contact the Office of Production Management to secure priority for the purchase of aluminum to be used in the manufacture of the records being purchased by us.

It was recommended to the Conference that the Bureau not make any such contact and not authorize the manufacturer's representative to make any such contact in behalf of the Bureau due to the fact that it would be undesirable for the Office of Production Management to have information pertaining to this Bureau's activity with recording equipment.

The Conference was in unanimous agreement in this regard and suggested that any contact which might be made with the Office of Production Management be made through the Division of Supplies and Materials in the Department without the Bureau's name being mentioned in any of the contacts.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/18/90 BY SP5C/DMS

ORIGINAL FILED IN 66-2554-1601

WRG:lrđ

March 18, 1941

13403

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Foxworth, Tracy, Ladd, Rosen, Carson, Nichols, and Glavin considered the desirability of securing information from the field concerning the total amount of time spent each month in the monitoring of foreign funds.

The Conference unanimously approved the submission to the field of the attached form letter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 823,240
DATE 7/18/90 BY SP5C/M

HHC:EG

March 17, 1942

13404

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Ladd, Carson, Foxworth, Drayton and Clegg, considered a suggestion of Stenographer Joan Kingan of the Phoenix office that the initials of the Special Agent in Charge be placed on letters which he personally dictated as this would make the letter more personal, particularly when it is sent to some peace officer who is acquainted with the SAC.

The Conference unanimously opposed this suggestion because many letters are not dictated by the SAC and the opposite effect would be had when the initials of the SAC did not appear on the letter. It was for this purpose that the rule was originally established and it is believed to be a good rule. The dictator's initials now appear on interoffice communications and letters from the field to the Bureau.

If this is approved, the employee is being advised.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5CJL/MS

66-2665-660

EX-103

March 17, 1941

13405

MEMORANDUM FOR THE DIRECTOR

Am
y

At a meeting of the Executive Conference on March 11, 1941, which was attended by Messrs. Tolson, Foxworth, Clegg, Glavin, Tracy, Carson and Ladd, request of the Laboratory for the purchase of two 16 millimeter Bell and Howell motion picture cameras at approximately \$750 each was discussed.

It was pointed out to the Conference that increasing demands were being made for motion picture cameras in connection with National Defense work; that it was believed that these cameras were necessary for the investigative work in the field at the present time.

The Conference was unanimously in favor of purchasing this equipment.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

323,613
7/18/90 MSPSCLHMS

NOT RECORDED

66-2554

2574-11-08
ORIGINAL FILED IN

HHO:EG

March 17, 1941

13408

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference, those present being Messrs. Tolson, Foxworth, Glavin, Ladd, Rosen, Tracy, Carson, Dwyton and Clegg recommended that, due to the increased personnel in field offices, it should be permissible for regular firearms instruction in field offices to be given by the following:

1. The Special Agent in Charge
2. The Number One Man
3. Any firearms instructor who has been approved as such by the Bureau after suitable training has been given to him, as has been done in several instances

Since it is likely that all the Number One Men have not been given special training in teaching firearms courses, it was recommended by the Conference that, as soon as possible, all Number One Men who have not been so qualified and trained be called to Washington for a course of training with a view to qualifying them.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5CAL/MS

DTL:CG

March 17, 1941

13407

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on March 15, 1941, which was attended by Messrs. Tolson, Clegg, Rosen, Glavin, Tracy, Carson, Drayton and Ladd, the suggestion of Special Agent V. W. Hughes to the effect that a complete set of skeleton keys for opening luggage be furnished each of the field offices was considered.

The Conference was unanimously in favor of this suggestion and recommended that an assortment of approximately 60 keys be obtained from locksmiths and that they then be duplicated in order that additional sets might be furnished to each of the Bureau's field offices.

In the event you approve, a letter is attached and addressed to Special Agent Hughes thanking him for his suggestion.

Respectfully,
For the Conference

Glyde Tolson, Chairman

Enclosure

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Carson _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

323,613
7118196 SP5C110MS

ORIGINAL FILED IN 66-2554

85

JOHN EDGAR HOOVER
DIRECTOR

SJT:MLG

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

March 14, 1941

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy
Patterson

MEMORANDUM FOR THE DIRECTOR

RE: Files Division
Card Index Files

With further reference to Executive Conference memorandum of February 14, 1941, and the writer's memorandum to the Director of February 21, 1941, I again brought the subject matter of indexing the 5,000 names of members of the Washington Committee for Democratic Action to the attention of the Executive Conference. The conference voted exactly as they voted originally, i.e., Messrs. Tolson, Glavin, Nichols, Ladd and Tracy favor indexing the officers and the organization but not the membership of this particular group. Mr. Clegg agrees. Messrs. Foxworth and Rosen again voted to index the entire membership. Originally, Mr. Nathan was present and voted against indexing the membership and Mr. Tamm, Mr. Quinn Tamm and Mr. Burnea were present and voted in favor of indexing.

There were present at the conference, Messrs. Tolson, Clegg, Ladd, Foxworth, Rosen, Glavin, Nichols and Tracy.

Respectfully,
For the Conference

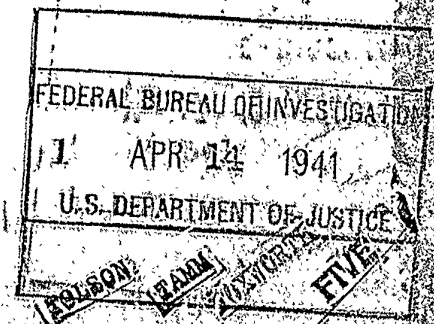
✓
Clyde Tolson, Chairman

W. R. Glavin, Secretary

I approve complete indexing.
H.

cc - W. R. Glavin

ENCLOSURE



JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

SJT:RP

February 14, 1941

MEMORANDUM FOR THE DIRECTOR

| | |
|----------------|---|
| Mr. Tolson | ✓ |
| Mr. E. A. Tamm | |
| Mr. Clegg | |
| Mr. Foxworth | |
| Mr. Nathan | |
| Mr. Ladd | |
| Mr. Glavin | |
| Mr. Nichols | |
| Mr. Hendon | |
| Mr. Rosen | |
| Mr. Tracy | |
| Miss Gandy | |

Mr. Tracy brought to the attention of the Executive Conference the request of the National Defense Division to index about 5,000 names of members of the Washington Committee for Democratic Action. This Committee is a unit of the National Federation for Constitutional Liberties, which is headed by the Rev. Owen A. Knox of Detroit, Michigan. The leadership and program of the organization is definitely along Communistic lines. However, the membership is in no way indicative of membership in the Communist Party, but is drawn from all walks of life. ✓

Mr. Tracy pointed out to the Conference the objections to the indiscriminate indexing of names where there is no additional information pertaining to the person other than the membership in an organization. Mr. Tracy pointed out that it would be sufficient to index the organization itself and the officers, but that additional indexing of the membership would serve no useful purpose but would only tend to fill the administrative files index system with surplus and useless information.

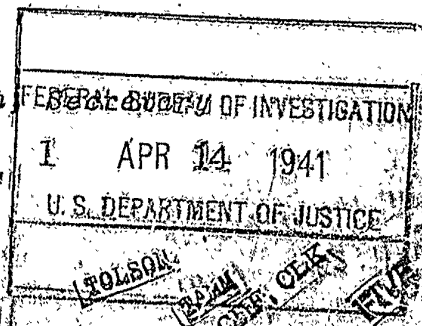
The following members of the Conference voted against indexing the membership of this particular group: Tolson, Glavin, Nathan, Nichols, Ladd and Tracy. The following members voted in favor of indexing each name: Tamm, Quinn Tamm, Foxworth, Gurnea and Rosen.

Respectfully
For the Conference

✓
Clyde Tolson, Chairman

cc-Mr. Glavin

W. R. Glavin



DL:CS

March 12, 1941

13410

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on March 11, 1941, which was attended by Messrs. Tolson, Foxworth, Clegg, Glavin, Tracy, Carson and Ladd, it was pointed out to the Conference that in connection with the proposed radio circuit to London, it would be necessary to obtain immediately a CW (code) transmitting station. It was pointed out that a 450 watt station suitable for this purpose could be obtained on twenty-four hours notice from the Hallicrafters Company in Chicago for approximately \$500.

The Executive Conference was unanimously in favor of purchasing such equipment at the earliest possible date.

Respectfully,
For the Conference

Clyde Tolson, Chairman

R. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C/NDms

ORIGINAL FILED IN 70-646-51

March 11, 1941

13412

HHC:PH

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Carson, Ladd, Tracy, Foxworth and Clegg, recommended for the National Police Academy graduation on March 29, 1941, that invitations be extended by circular letter for Bureau employees to attend who desire to do so and that they may invite any members of their families to be present.

It was also recommended that Mr. McGuire, The Solicitor General, The Assistant Attorney General Littell and Assistant Attorney General Arnold, Mr. Quinn, Judge Holtzoff, Mr. Lyons, Mr. Carusi and Colonel Gates be invited to attend. The Attorney General has already declined; Mr. McGuire is being invited to assist in delivering diplomas and the invitation to the others will be to occupy reserved seats in the front of the auditorium. If this is approved, a letter will be sent to these departmental officials to this effect.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson CC: Mr. Glavin

Mr. Clegg _____

Mr. E. A. Tamm _____

Mr. Foxworth _____

Mr. Nathan _____

Mr. Ladd _____

Mr. Egan _____

Mr. Glavin _____

Mr. Nichols _____

Mr. Hendon _____

Mr. Rosen _____

Mr. Tracy _____

Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C1/AMJ

ORIGINAL FILED IN

WRG:lrd

March 11, 1941

13413

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Rosen, Tracy, Nichols, Foxworth, Drayton, and Glavin considered a memorandum submitted by Mr. Harbo suggesting that a bookkeeping machine be secured for Mr. Harbo's Section so that the posting of return As can be more expeditiously made by that Section.

Mr. Harbo points out that such a machine would be used approximately full time fifteen days each quarter. He also points out that it would save each year approximately three months' work on the part of one employee. The machine costs \$2,235.

It was further pointed out to the Conference that the International Business Machine Company is willing to place such a machine in the Bureau for trial without cost to us to ascertain whether it would be adaptable to our work.

The Conference recommends that the offer of the International Business Machine Company be accepted and that this machine be installed in Mr. Harbo's Section for a trial period.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C110M15

106-1855-EYE-666

March 11, 1941

RHC:PH

13414

MEMORANDUM FOR THE DIRECTOR

78
D

The Executives Conference approved the attached work sheet for the In-service School as amended. It will be observed that there are five days firearms training. The firearms instructors advise that a shorter period of time would give such a crowded program that the fullest benefits would not be derived. The Executives Conference was of the opinion that it is important for all trainees to be given this minimum amount of five days training in Washington under such supervision as the Bureau knows to be satisfactory as Special Agents in Charge in the field are not always as proficient as are the instructors at Quantico.

On the National Defense phase of the course of training, there are the following allocations of times:

| | |
|--------------------------------------|----------|
| Investigative National Defense | 23 hours |
| Technical Phases of National Defense | 38 hours |

In addition there is a course given on Surveillances and Plants and Panel Forums by each of the Bureau's divisions. The Special Agents (A) are held over two additional days for special retraining in accounting problems.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

CC: Mr. Glavin

NOT RECORDED

66-2554

477
RECORDED 323,013
2.16 7/18/90 SP5C/10ms

WRG:lrd

March 10, 1941

MEMORANDUM FOR THE DIRECTOR

In conformance with the desires of the Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Rosen, Tracy, Nichols, Foxworth, Brayton, and Glavin, arrangements were made to furnish Special Agent Roby of the Training Division with the master manual presently maintained in the Chief Clerk's Office. This master manual will be retained and compiled by the Training Division in the future.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

FEDERAL BUREAU OF INVESTIGATION

MAR 23 1941

DEPARTMENT OF JUSTICE

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5CUM/S

ORIGINAL FILED IN 66-2554-1

WRC:lrd

March 10, 1941

13116

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Rosen, Tracy, Nichols, Foxworth, Drayton, and Glavin considered the desirability of discontinuing the memorandum reflecting the list of clerical employees at the Seat of Government by Divisions who are attending school showing the courses pursued by each employee.

It was pointed out to the Conference by Mr. Glavin that this memorandum at the present time consists of 20 pages, representing a considerable amount of work in each of the Divisions at the Seat of Government and a considerable amount of work in the Chief Clerk's Office in tabulating the reports received. The report at the present time is made up semi-annually. It is used by the Crime Records Section.

It is the unanimous recommendation of the Conference that this report be dispensed with in the future.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

H. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C/LMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-3518-141

#2

March 3, 1941

13217

MEMORANDUM FOR THE DIRECTOR

RE: Space - Files Division

Mr. Tracy brought to the attention of the Executive Conference, the following matter.

At the end of the 6500 corridor and immediately west of the recording unit of the Files Section on the sixth floor, is approximately 500 square feet of space occupied by two or three employees of the Bureau of Immigration and Naturalization. These employees work from 9:00 AM to 4:30 PM daily and appear to be mail sorters. In this area, there is an entrance to a men's lavatory, Room 6501, a freight elevator entrance, 6502, a passenger elevator entrance, Bank 5 and an entrance through a partition into the Bureau of Immigration and Naturalization file room. Although this space is comparatively small, there are many advantages to it.

There is presently only desk space for about twenty additional typists in the recording unit on both the day and the night shifts and in the above-mentioned space there is room for approximately twenty additional desks. In this immediate vicinity, there are approximately two hundred female employees using one women's lavatory, Room 6528, from 8:00 AM to 11:30 PM. Changing Room 6501 to a women's lavatory would considerably alleviate this condition. Also, the availability of a passenger elevator to the employees in this section would relieve a congestion problem particularly at lunch hour and at the time of the change from the day to the night shift.

The Conference was unanimously of the opinion that the congestion in the Bureau's Files Section justifies the making of a request of the Department to have this space assigned to the Bureau immediately and in the event you approve, the attached memorandum has been prepared addressed to Mr. Quinn making the request therefor.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Nathan

Mr. Ladd

Mr. Glavin

Mr. Nichols

Mr. Hendon

Mr. Rosen

Mr. Tracy

Miss Gandy

There were in attendance at the Conference, Messrs. Tolson, Clegg, Ladd, Foxworth, Rosen, Glavin, Nichols and Tracy.

Respectfully,
For the Conference

Clyde Tolson, Chairman

R. E. Glavin, Secretary

cc - Mr. E. Glavin

COPIED TO JAMES
IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C110MS

NOT RECORDED

66-2554

131
PAF

WRG:NTS:jh

March 6, 1941

13418

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Clegg, Foxworth, Ladd, Quinn Tamm, Rosen, Tracy, Carson, Nichols, and Glavin, considered a memorandum submitted for the attention of the Director by Mr. Quinn, Administrative Assistant to the Attorney General, to the effect that the Bureau paste a sticker on each of its doors which are supposed to be locked at all times other than regular office hours. Samples of the sticker are appended hereto.

The Conference sees no objection to this procedure being followed.

Respectfully,
For the Conference

Dlyde Tolson
Chairman

E. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

CLASSIFIED 323,013
DATE 7/13/90 BY SP5C110MS

66-2729-1515

ORIGINAL FILED IN

FC

WHD:KTS

March 6, 1941

MEMORANDUM FOR THE DIRECTOR

13410

26

The Executive Conference, consisting of Messrs. Clegg, Foxworth, Ladd, Quinn Tamm, Rosen, Tracy, Carson, Nichols, and Glavin, considered a suggestion submitted by Ezra O. Walden, Jr., Chief Clerk of the Baltimore Field Division, to the effect that a special form be prepared to be used in the field in the typing of undeveloped leads. Mr. Walden suggests that this form be prepared in view of the fact that the leads are now set forth on a separate sheet at the end of the investigative report.

The Conference is unanimously opposed to the adoption of this suggestion, believing such a form to be unnecessary at this time.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

31
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5CJ/ONS

66-2554-59

DUL:GG

March 5, 1941

MEMORANDUM FOR THE DIRECTOR

13430

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At a meeting of the Executive Conference on March 4, 1941, attended by Messrs. Foxworth, Clegg, Nichols, Glavin, Tracy, Rosen, Quinn Tamm, Carson and Ladd, the request of the Laboratory for the purchase of "Radio Filters" to be installed in the 61 Presto Sound Recorders presently owned by the Bureau for the purpose of eliminating any radio interference from recordings made over a microphone installation was considered.

It was pointed out that such filters would cost approximately \$5.50 each and that two would be needed for each of the recording units, or a total of 122 filters.

The Conference was unanimously in favor of this suggestion.

Respectfully,
For the Conference

Clyde Tolson, Chairman

N. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/18/90 BY SP5C/LPM/S

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62-1540

1531

WRG:MTS

March 5, 1941

MEMORANDUM FOR THE DIRECTOR

①
The Executive Conference, consisting of Messrs. Clegg, Foxworth, Ladd, Quinn Tamm, Rosen, Tracy, Carson, Nichols, and Glavin, considered the attached form letter suggested to go to the field concerning automobile accidents.

It was pointed out to the Conference by Mr. Glavin that there is an increase in automobile accidents at the present time and it is believed that some communication should go forward to the field pointing out that more care must be taken in the operation of Bureau-owned automobiles.

2
The Conference approved the submission of this communication to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/18/90 BY SP5C110MS

62-2554-99

STJ:EP

March 5, 1941

17432

MEMORANDUM FOR THE DIRECTOR

Mr. Tracy brought to the attention of the Executive Conference the fact that there is no Classification 14 listed in the Manual of Rules and Regulations. However, Section 3 of the National Defense Manual sets out Classification 14 to be used in cases of "Interference with Armed Forces."

There is no Classification 10 in the Manual of Rules and Regulations. However, Classification 10 was furnished to the National Defense Division in the early part of 1940 for cases involving "Federal Injunctions".

There is no Classification 51 set forth in the Manual of Rules and Regulations. However, the Seat of Government uses this classification for certain cases involving jury investigations, unless the investigation arises out of the Bureau case, in which instance it is given the same classification as the substantive violation. In view of the fact that there are numerous cases involving jury investigations which arise from requests of United States Attorneys or the Department, it is believed that the field should use Classification 51 for those. They are presently using the 52 classification - Miscellaneous.

In the Manual of Rules and Regulations, Classification 3 is described as "Crime Detection Data and Methods". However, at the Seat of Government, Classification 00, "Public Relations Matters", is used for such material. The field does not use Classification 3. Section 3 of the National Defense Manual is entitled, "Overthrow or Destruction of the Government" and classification 3 is listed at the beginning of this section as the proper classification to be used in such cases. In view of the fact that the field has only recently been instructed to build up cases involving the overthrow or destruction of the Government, it is believed that the field should be advised of a change in the Manual of Rules and Regulations involving Classification 3, that is, a change from Crime Detection Data and Methods to Overthrow or Destruction of the Government.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Nathan

Mr. Ladd

Mr. Glavin

Mr. Nichols

Mr. Hendon

Mr. Rosen

Mr. Tracy

Miss Gandy

NOT RECORDED

66-2554

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323,613
7/19/90
CLASSIFICATION

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66-1494-2

ORIGINAL FILED IN

13423

Conf Memo

-2-

March 5, 1941

The foregoing matters were discussed by Mr. Tracy at the Conference upon the suggestion of Mr. Patterson of the Files Section, and the Conference unanimously approved the sending of a bulletin to the field clarifying this situation, a suggested bulletin being attached.

Those present were Messrs. Clegg, Ladd, Nichols, Quinn Tamm, Drayton, Rosen, Glavin and Tracy.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. E. Glavin, Secretary

cc-Mr. Glavin

cc-Mr. Clegg (For changes in Manual of Rules and Regulations)

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

WRG:jh

March 18, 1941

13398

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Tracy, Rosen, Carson, Drayton, and Glavin considered the advisability of opening an additional office at Jackson, Mississippi.

This office would handle the State of Mississippi and at the present time would have assigned to it 650 cases taking 523 days to complete. The Southern Judicial District of Mississippi would be taken from the New Orleans Division and the Northern District of Mississippi would be taken from the Memphis Division. If this change were to be made, the New Orleans Division would then have pending 817 Agents' cases and 299 Police cases, a total number of 1116. The Memphis Office would then have 498 Agents' cases and 44 Police cases, a total of 542 pending cases.

SPACE

It was pointed out to the Conference that information had been received that approximately 3300 square feet of space is presently available in the Tower Building at Jackson, Mississippi. There is no federal space available. From a review of available information, it appears that the work in the State of Mississippi would be handled very satisfactorily from Jackson.

Messrs. Carson, Ladd, Tracy, Clegg and Drayton recommended that the Bureau consider opening the office at Jackson and, if necessary, that rental be paid for the space to be occupied there. They recommended that an appropriate survey be made to determine if the space would be satisfactory.

Messrs. Tolson, Rosen, and Glavin were opposed to the renting of commercial space at Jackson, Mississippi, at this time. They were in agreement that an office at Jackson would be desirable if rent-free space could be secured in a federal building. They do not believe, however, that we should further obligate Bureau funds at this time for the rental of Bureau space, due to the criticisms that have been leveled at the Director and the Bureau by certain members of Congress regarding our space commitments.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

323,013
7/18/90 SPSC:ams

ORIGINAL FILED IN 66-7170-12

66-2554-1926

March 17, 1941

13399

MEMORANDUM FOR MR. TOLSON

MR. E. A. TAMM
MR. FOXBORNE
MR. CLEGG
MR. LADD
MR. CLAVIN
MR. NICHOLS

In view of the rapid expansion of the Bureau's work and the many additional responsibilities that are being added to it, I believe it is imperative that a more diligent effort be made to enlist the intimate cooperation of all supervisors in the various divisions of the Bureau. I am very desirous that staff conferences be initiated and that these staff conferences be held daily by the Assistant Directors of the respective divisions and that they be attended, whenever possible, by the respective Assistants to the Director. The staff conferences can in many instances serve as a disposition for many so-called "See Me's" in that many times "See Me's" involve a matter of policy and I think, therefore, a general discussion of the basic policies of the Bureau and the basic procedures of the Bureau should be discussed for the benefit of all supervisors in a division. I think that it is very desirable and necessary that we have our supervisors thoroughly informed as to the procedures and policies which we are following and the reasons for the same, and enlist their views, suggestions, and ideas. I would like, therefore, to arrange whereby each of the Assistant Directors will set a time for his staff conferences to be held each day, and that these conferences be utilized as a real medium for integration and coordination of activities at this time.

It is also desirable that the Executives Conference meet more often than three times a week and that the various policies and procedures that are discussed there and which are adopted for application in the respective work of the Bureau be in turn explained to the supervisors at the division staff conferences.

In connection with the National Defense work, I desire that the National Defense Conference meet each day and that the following officials of the Bureau attend this conference: Mr. Tolson, Mr. Tamm, Mr. Foxborne, Mr. Drayton, Mr. Carson, Mr. Clegg and Mr. Rosen.

I would like to have submitted to me as soon as possible the schedule of the conferences which I have set forth above as being desirous of having initiated. That is to say, I would like to know exactly the days and the hours the various conferences are to be held as I will be desirous of attending these conferences from time to time myself.

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Very truly yours

John Edgar Hoover
Director

RECORDED 323,613
DATE 7/18/90 CUSPSC/oms

66-8700-37
RECORDED COPY FILED IN

Mr. Carson
Mr. Drayton

13396

67-1000
32-17337

March 2, 1951

INTERVIEW WITH THE DIRECTOR

The Executive Conference, Messrs. Ladd, Clegg, Rosen, Nichols, Freyler, Carson, Glavin, Tracy and Quinn Tamm being present, considered a letter submitted by SIO R. D. Hood, in which Mr. Hood advised that Commander E. E. Kingle of the Naval Intelligence Office of the Los Angeles District requested that the Bureau in searching applicant fingerprint cards of these persons in plants covered in National Defense activities indicate on the returns whether or not that person has been fingerprinted at some other plant.

Conference was advised that where an applicant for a position in a factory is fingerprinted and that applicant has a criminal record the fact that he was fingerprinted in various plants will be reflected on all additional copies of the record which are transmitted to contributors whether or not they be on the basis of applicant or criminal prints. However, if the applicant does not have a previous criminal record the fact that he was fingerprinted previously in some other factory will not be ascertained because of the fact that applicant fingerprint cards are filed in the personal identification file and incoming applicant prints are not searched against any file except the criminal file.

Conference was advised that the adoption of the policy of indicating whether or not a person had been previously fingerprinted as an applicant would necessitate the searching of applicant prints against both the criminal and personal identification files.

Conference is unanimously of the opinion that this should not be done. It is pointed out that it would practically double the work of the Identification Division and it is not believed that the benefits derived

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

INDEXED

NOT RECORDED

RECEIVED 10 JAN 20
FILED IN UNCLASSIFIED 323,013
DATE 2/18/90 BY SP5C110ms

66-2554-1926 x 1

ORIGINAL FILED IN 12-33415-743

Memo for the
Director

-2-

March 1, 1941

From such a search could justify the additional work.

13397

It is noted that Mr. Ladd suggested the possibility of searching the names of the fingerprint cards against the Bureau's general file on the possibility that some of the applicants may have been involved in Bureau investigations. This matter has previously been considered by the Conference and recommended unfavorably.

If you approve, there is attached hereto a letter to the SAC, Los Angeles Office so advising.

Respectfully,
For the Conference

Glyde Tolson, Chairman

Enclosure

H. B. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

March 16, 1941

13394

MEMORANDUM FOR THE DIRECTOR

2M The Executive Conference, Messrs. Tolson, Ladd, Rosen, Drayton, Glavin, Tracy, Foxworth, and Clegg being present, recommended that a retraining course for the FBI National Police Academy be held for one week beginning Monday, September 29 and concluding Saturday, October 4, 1941. It was recommended that the principal speakers for the occasion of the graduation exercise be: first choice, Secretary of State Cordell Hull; second choice, Mr. Edward Stettinius.

It was further recommended that the following committees be designated for preparing and carrying out the program:

General Control Committee

Mr. Clyde Tolson
Mr. E. A. Tamm
Mr. H. H. Clegg
Mr. P. E. Foxworth
Mr. D. M. Ladd
Mr. W. R. Glavin
Mr. A. Rosen
Mr. S. T. Tracy
Mr. L. B. Nichols
Mr. Quinn Tamm
Mr. S. J. Drayton

Committee on Finance

Mr. Glavin, Chairman
Mr. Tracy

Committee on Entertainment for Associates, Wives and Families of Associates and Visiting Officials

Mr. Quinn Tamm, Chairman
Mr. Harbo
Mr. R. H. Laughlin
Mr. Rosen
Mr. Tracy
Mr. Muzzey
Mr. Hicks

Committee on Reception and Registration of Associates

Mr. Ladd, Chairman
Mr. Hince
Mr. Muzzey

NOT RECORDED

66-2554-1927

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Foxworth
Mr. Nathan
Mr. Ladd
Mr. Glavin
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C/10m5

ORIGINAL FILED IN 1-4-4248

Mr. E. A. Tamm, Chairman
Mr. R. H. Taft
Mr. Rosenberger

Mr. Nichols, Chairman
Mr. Hadden,
Mr. Tracy

Mr. Farnsworth, Chairman
Mr. Egan
Mr. F. T. McIntyre
Mr. W. A. Murphy
Mr. Dreyton
Mr. Gurnea
Mr. Rosen

Mr. Olegg, Chairman
Mr. Hince
Mr. Coffey
Mr. Hicks
Mr. Eney

There is also attached a letter addressed to the Special Agent in Charge at Memphis answering a specific inquiry as to dates. There is also attached a notice to be mailed to all graduates of the FBI National Police Academy and to be published in the FBI Law Enforcement Bulletin designating those dates.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. D. Clewin
Secretary

cc - Mr. Glavin

[illegible]

13393

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C/lon/s

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+ 1929

M

CHANGED TO

1-3094-

X 154

ENCLOS.

March 29, 1941

7 13375

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Quinn Tamm, Ladd, Hince, Drayton, Carson, Foxworth and Clegg being present, considered the suggestion submitted by Special Agent Amerbach that a special form (and he submitted a copy) be prepared for insertion in field office files when it is necessary to remove the last copy of a serial from the file.

The Conference desires to point out that regulations have already been issued as to the steps to be taken when this necessity arises, and it was not believed advisable to establish an additional form for this particular purpose.

If this is approved, Mr. Amerbach is being informed accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Glavin

NOT RECORDED

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

W 66-2554-1930

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/18/90 BY SP5C/lloms

ORIGINAL FILED IN 66-3665-1263

80

March 29, 1941

13376

MEMORANDUM FOR THE DIRECTOR

0

The Executive Conference, Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Quinn Tamm, Ladd, Hince, Drayton, Carson, Foxworth and Clegg being present, considered a suggestion of Supervisor D. R. Morley that the required stenographic, typing and teletype tests be given to clerical employees in the field semi-annually instead of at each monthly conference of clerical employees. It was the unanimous opinion of those present that these clerical conferences in field offices should be held quarterly in the future instead of monthly, and a recommendation was made to this effect.

It was the recommendation of Messrs. Carson, Quinn Tamm, E. A. Tamm, Hince, Glavin, Ladd and Foxworth that the tests above-mentioned be given at each of these quarterly conferences in the future. Arguments in favor of the tests at each conference were to the effect that new employees entering the Bureau would thus have an opportunity to have their qualifications measured more frequently than if the tests were given semi-annually.

Messrs. Tracy, Drayton, Rosen and Clegg recommended that the tests be given semi-annually, and arguments in support of this contention were that two tests a year were enough and many of the stenographers were excited and made nervous by tests. A limitation therefore was advisable.

A bulletin will be prepared for field offices based upon the approved plan.

Respectfully,
For the Conference

Clyde Tolson
Chairman

D. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/15/90 BY SP5CJL/MS

cc: Mr. Glavin

NOT RECORDED

66-2554-

66-2369-105

Original filed in

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Foxworth _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Carson _____
- Mr. Quinn Tamm _____
- Mr. Hendon _____
- Mr. Tracy _____
- Miss Gandy _____

HV

March 29, 1941

13377

MEMORANDUM FOR THE DIRECTOR

The Bureau has been informed by one Special Agent in Charge that one or two Special Agents reporting on duty from new Agents' classes in the past have indicated that they were instructed to keep loaded pistols in their suitcases or brief cases while traveling.

It was the unanimous opinion of the Executive Conference, Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Quinn Tamm, Ladd, Hinde, Drayton, Carson, Foxworth and Clegg being present, that a letter to all Special Agents in Charge and a memorandum to all instructors should be forwarded to advise that this is not a desired practice.

No source of such instruction has been ascertained, but in order to make certain it is thoroughly understood, the suggested letter and memorandum is attached hereto.

Respectfully,
For the Conference

Glyde Tolson
Chairman

H. R. Glavin
Secretary

cc - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 325,613
DATE 7/18/90 BY SP5C10ms

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-3760-2889

WFO:50

March 26, 1941

13378

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Foxworth, Glavin, Ladd, Quinn Tamm, Rosen, Tracy, Carson, Eayton, Hines and Clegg, made the following recommendations with reference to the FBI WPA:

1. That speakers to be invited to address the graduation exercises of the FBI WPA, second session of 1941, on the closing day, June 28, 1941, be as follows:

1. Vice President Henry A. Wallace
2. Secretary of War Henry L. Stimson
3. Congressman John W. McCardell of Massachusetts

2. It was recommended that the WPA sessions for 1942 be as follows:

| | |
|----------------|--|
| First Session | January 12 - April 4 |
| Second Session | April 13 - Friday, July 3 (note this class will conclude on Friday instead of on Saturday, which is the July 4th holiday) |
| Third Session | July 13 - October 3 |

WPA Retraining Courses to coincide with the concluding week of the third session to be from September 23 to October 3.

3. It was pointed out by Mr. Clegg that the Bureau had been and was recommending from time to time graduates of the FBI WPA to industrial plants for police guard and plant protection work. Following this, in accordance with existing regulations, if the police employee is approached by the plant management, offered a larger salary and informed that the FBI has furnished his name as a prospect and the WPA graduate accepts the position, he is then penalized by no longer appearing in the Directory of Graduates; he is not eligible for membership in the Association; he is not eligible to be invited to the Retraining Courses of the FBI WPA. This means the Bureau is reducing its own list of recognized graduates, reducing the rolls of those eligible to attend the Seminar and Retraining Courses, and yet these individuals are engaged in law enforcement work of a type which is important to national defense and they enter on such duties following the recommendation of the FBI.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Foxworth _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Carson _____
 Mr. Quinn Tamm _____
 Mr. Eayton _____
 Mr. Tracy _____
 Miss Gandy _____

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED 323,013
 DATE 7/18/90 BY SP5C11/oms

NOT RECORDED

66-2554-

ORIGINAL FILED IN

The following members of the Conference feel that the Associates' List and the Reunion should be restricted exclusively to those in regularly constituted law enforcement agencies, as in the past, and that the present rule and practice should be continued: Messrs. Tolson, E. A. Tamm, Quinn Tamm, Ladd, Rosen and Foxworth;

those holding a contrary view and feeling that they should be listed in the Directory were: Messrs. Carson and Hines;

and those feeling that they should be granted all the privileges accorded to graduates in regularly constituted law enforcement agencies were: Messrs. Tracy, Drayton, Glavin and Clegg.

4. It was recognized that, following plant surveys, the Bureau frequently recommends that a competent plant protection officer be employed and, pursuant to this, the Bureau recommends various graduates of the FPA. This depletes the list of graduates eligible for membership in the Associates and takes them out of the field of law enforcement. The present rule is to make such recommendations provided the graduate has served in his department for a period in excess of one year following his graduation. Those in favor of continuing to recommend graduates for positions of this type were: Messrs. E. A. Tamm, Quinn Tamm and Tolson.

Those opposed were: Messrs. Foxworth, Carson, Tracy, Drayton, Hines, Glavin, Rosen, Ladd and Clegg.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

H. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Neenan _____
Mr. Tracy _____
Miss Gandy _____

cc: Mr. Glavin

HHC:BC

March 28, 1941

13380

2m

MEMORANDUM FOR THE DIRECTOR

Since there have been a number of declinations for attendance at the April 7th session of the FBI National Police Academy and as the list of approved alternates is getting almost to the point of depletion, the Executive Conference concurred that the following two alternates be approved:

1. Chief of Police, White Marsh, Pennsylvania
2. Sergeant Mark Raspberry, Park Police, Washington, D.C.

Those present were Messrs. Tolson, E. A. Tamm, Foxworth, Glavin, Ladd, Quinn Tamm, Rosen, Tracy, Carson, Drayton, Hince and Clegg.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

H. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

NOT RECORDED

66-2554

7/18/90 SP5C10MS 323,03

Original filed in 1-4-4254

8

7:11:40
66-28932-560

March 27, 1941

Honorable Harry B. Mitchell
President
United States Civil Service Commission
Seventh and F Streets, N. W.
Washington, D. C.

My dear Mr. Mitchell:

I am in receipt of your letter of February 13, 1941 addressed to the Attorney General, in which you request that the Civil Service Commission be furnished information reflecting as a result of the search of the fingerprint cards of aliens which would indicate that such aliens are presently employed in the Federal Classified Service.

You are advised that at the present time the alien registration fingerprint cards are being incorporated into the main fingerprint files of this Bureau's Identification Division, at which time they are being searched for a possible previous criminal record. The fingerprint cards of Civil Service employees are at the present time contained in a file designated as the Government file and current fingerprint receipts are not searched against this particular file.

It would be a tremendous project and duplication of effort if the alien registration fingerprint cards were searched against both the criminal file and the Government file. Consequently, it will not be possible to furnish you with the information requested regarding present employees in the Government service. However, as the alien registration cards are incorporated in the files of this Bureau's Identification Division subsequent applicants for Civil Service employment will, of course, be searched against the criminal file and if identified with an alien fingerprint card you will, of course, be furnished with this information.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Sincerely yours,

John Edgar Hoover
Director

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

QT:mac

March 1, 1941

| |
|---------------------|
| Mr. Tolson..... |
| Mr. E. A. Tamm..... |
| Mr. Clegg..... |
| Mr. Foxworth..... |
| Mr. Nathan..... |
| Mr. Ladd..... |
| Mr. Glavin..... |
| Mr. Nichols..... |
| Mr. Hendon..... |
| Mr. Rosen..... |
| Mr. Tracy..... |
| Miss Gandy..... |

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Ladd, Clegg, Rosen, Nichols, Drayton, Carson, Glavin, Tracy and Quinn Tamm being present, considered a letter received from the United States Civil Service Commission in which the Bureau is requested to compare the fingerprints of aliens registered under the recent Alien Registration Act with all Civil Service employees and to furnish advice to the Civil Service Commission concerning whether or not there are aliens employed in the Federal Classified service.

Conference was advised that this, of course, would necessitate the searching of the alien fingerprint cards against the criminal and Government files, which would be a duplicate search. Conference does not believe that such a search is justified.

If you approve, there is attached hereto a letter to the Civil Service Commission advising it that in those instances in which alien fingerprint cards are identified with a record reflecting that the employee is in the Government service, copies of the record will be forwarded to the Commission. This will apply to cases in which the Civil Service card has previously been identified with a criminal record and to all cases of Civil Service cards which are received in the future.

Respectfully,
For the Conference

*I agree but attached letter
is certainly misleading. I
think it should be clearer &
more succinct.*

Enclosure

Glyde Tolson, Chairman

W. R. Glavin, Secretary

| | |
|---------------------------------|------------|
| FEDERAL BUREAU OF INVESTIGATION | |
| 4 | APR 2 1941 |
| U. S. DEPARTMENT OF JUSTICE | |
| TOLSON | TAMM |
| CLK | |

1 ENCL. PM

HHC:BT

March 26, 1941

13382

MEMORANDUM FOR THE DIRECTOR

2m
The Conference, Messrs. Tolson, Rosen, Carson, Drayton and Clegg being present, recommended as counselors for the next session of the FBI National Police Academy Special Agents J. C. Kennedy and A. C. Hayden.

has been
Agent Kennedy ~~is~~ ill. He will be unable to use his eyes to any excess for a short time and for a considerable time he is advised that he should not be on his feet too much. He has indicated that he wanted to work and would be glad to accept such an assignment.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

2
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C110MS

Federal Bureau of Investigation
United States Department of Justice

TJS:MCN

Washington, D. C.
March 26, 1941

MEMORANDUM FOR MR. GLAVIN

Mr. Otto Praeger of the National Youth Administration, 2145 C Street, N. W., Telephone District 2155, Extension 73, called at the Chief Clerk's office on March 22, 1941. He advised he was the liaison officer between the National Youth Administration and the other Governmental agencies in Washington, D. C.

Mr. Praeger stated the purpose of his call was with the fact that the N.Y.A. has 160 automobile repair shops located strategically throughout the United States where young men between the ages of 18 and 25 are taught automobile repairing. He stated the N.Y.A. offers free automobile repair service to the other Governmental agencies in the country, and he wanted to bring this to our attention in the event we desired to avail ourselves of their facilities.

He stated that although most of these young men are not expert mechanics, each shop has at least one man in charge who is familiar with the repairing of automobile engines and they are competent to handle all kinds of repairs. Although there is no charge whatever for the service performed, he stated it is necessary for the Government agency which requests the work to furnish the parts. In other words, if we desired to have an automobile repaired, it would be necessary for us to buy the parts and bring them together with the automobile to their shop and the work would be performed free of charge. He furnished the writer with the list of shops located throughout the country and it does not appear from a quick perusal of this list that they are conveniently located as regards our various Field Divisions. It does not appear that it would be to the Bureau's advantage to utilize the services of this organization. In addition to their shops being located in cities and towns away from our Field Divisions, the inconvenience of purchasing the various parts needed as well as the delay which no doubt would be involved in connection with this activity would no doubt cause great inconvenience to our Field offices. Mr. Praeger was advised that the details in connection with his offer would be brought to your attention and in the event we desired to consider it further we would communicate with him.

Respectfully,

J. Edgar Hoover
J. Edgar Hoover

ENCL 6

WAG:jh

Addendum

April 7, 1941

The Conference consisting of Messrs. Tolson, Tracy, Hince, Ladd, Carson, Foxworth and Glavin is in agreement that no consideration should be given to referring any of our automobile repair work to this organization at this time.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. J. Glavin
Secretary

WRG:MTS

March 25, 1941

MEMORANDUM FOR THE DIRECTOR

13384

A. *W*
The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Tracy, Rosen, Foxworth, Carson, Drayton, and Glavin, considered a suggested communication to all officials at the Seat of Government concerning the taking from the building of official government property without proper passes, and recommended that the attached communication be sent to the various officials here.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. E. J. Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/Loms

66-2554-707

WAG:atw

March 25, 1941

13385

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Tracy, Rosen, Foxworth, Carson, Drayton and Glavin considered a suggestion submitted by Special Agent John C. Oakes to the effect that additional information be furnished the field at the time requests for investigations go forward concerning naturalization matters, such as the spelling of names of relatives, brothers, local addresses, exact naturalization certificate numbers, et cetera.

Special Agent Oakes pointed out that should this information be available, the search of the naturalization records would be expedited considerably.

It is pointed out by the Conference that at the present time as interviews of applicants are made, such information as is known is secured at that time and that all information in the possession of the Bureau is forwarded to the field at the time the character and fitness investigation is instituted.

There is appended hereto a communication addressed to Mr. Oakes concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

333,013
7/18/90 SP3C110MS

ORIGINAL FILED IN 66-2160-315

WHD:MTS

March 25, 1941

MEMORANDUM FOR THE DIRECTOR

13386

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Tracy, Rosen, Foxworth, Carson, Drayton, and Glavin, considered a communication received from SAC Hottel, wherein he suggests that a communication go forward to the Administrator of the Wages and Hours Administration, requesting that Agents of this Bureau be furnished information upon proper identification.

SAC Hottel points out that in the past subordinate employees of the Wages and Hours Administration, in abiding by existing regulations of the Administration, have not furnished information requested by Special Agents without the presentation of a formal request by such Agents. Information has been received by Mr. Hottel that if a request were made by the Bureau for such information to be furnished, it undoubtedly would be approved.

The Conference recommends that this procedure be followed and there is attached hereto a communication addressed to the Administrator of the Wages and Hours Administration requesting such information be furnished to Agents of the Federal Bureau of Investigation upon the presentation of the proper credentials.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

RECORDED
7/18/90 BY SPSC110W

ORIGINAL FILED IN

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

RECEIVED

March 24, 1941

13387

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference, Messrs. Tolson, Glavin, Rosen, Carson, Drayton, Ladd, Nichols, and Clegg being present, considered the suggestion of Special Agent William B. Dillon that in the future, upon graduation of students from the FBI National Police Academy, an individual press release prepared in Washington and transmitted to the Field Office covering the division where the graduate lives should be released to the local press for and about the home of the graduate. This would require the preparation of a general form of release with one particular paragraph of biographical information and citing specific instances of interest and value concerning his particular graduation while he attended school in Washington. This would also require the preparation of a photograph of the graduates.

It was the unanimous recommendation of the conference that this action be taken and, if approved, there is attached hereto a letter addressed to Agent Dillon stating action taken, and a memo for Mr. Hendon instructing that such data be prepared and distributed.

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/13/90 BY SP5C110ms/17

March 24, 1941

13388

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, E. A. Tamm, Tracy, Foxworth, Drayton, Ladd and Clegg being present, considered a suggestion of Special Agent Frank L. Dougherty that at Quantico, one half hour in the early morning from 8:30 to 9:00 and an additional half hour from 9:10 to 9:40 in the evening be devoted to students' giving three minute extemporaneous speeches which will be criticized by the various class members.

The Conference recommended unanimously against this. Although feeling it is an important subject, it was not felt that at present the number of hours devoted to training should be extended and the development of this additional program before and after hours would likely become too informal with too much a let-down, and it was felt that there should be no expansion at this time in this field.

If approved, a letter to Special Agent Dougherty is being prepared.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/96 BY SP5C/MMS

JOHN EDGAR HOOVER
Director

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

March 22, 1941

SJT:LN

MEMORANDUM FOR THE DIRECTOR

13789

RE: IDENTIFICATION DIVISION

There is at present a delinquency in the Identification Division in excess of 38,000 fingerprint cards awaiting action in the Technical Section, Card Index Section, and Typing Section of the Identification Division. This is in addition to the so-called backlog of over 180,000 prints consisting of non-priority applicant fingerprints awaiting search.

The delinquency of 38,000 has resulted in a delay of several days in the handling of current criminal and priority prints. To correct this situation and to bring the searching of criminal and priority prints up to date, it is recommended that the supervisory staff of the Identification Division withhold the sending of any prints from the Recording Section through the Identification Division for a few days except criminal and priority applicant prints.

There are approximately 6,000 criminal prints received daily and slightly in excess of 1,000 priority applicant prints received daily. The Technical Section of the Identification Division is currently handling approximately 16,000 prints per day. As of March 31, 1941, the Technical Section was working on criminal prints of the 17th, 18th and 19th. By the withholding of non-priority applicant, personal identification and alien prints for a few days, the searching of criminal and priority applicant prints should be nearly current. This would reduce the delinquency on the floor and enable the Division to be working currently on priority matters.

Attention is called to the fact that the officials of the Identification Division will, of course, have to watch the flow of fingerprints into the Technical Section in order that this section will have at all times a sufficient quantity of work on hand.

Respectfully,

Unanimously approved by the
Executive Conference, March
22, 1941. Those in attendance:
Messrs. Tolson, Tamm, Ladd,
Foxworth, Glavin, Hince, Carson,
Rosen, Drayton and Tracy.

L. AA HINCE

Clyde Tolson

" O.K. H "

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/96 BY SP5CJ/oms

66-2554

ORIGINAL FILED IN 66-4631

REC:HD

March 21, 1941

13300

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Rosen, Carson, Drayton, Ladd, and Clegg being present, made the following recommendations as to physical training in the Bureau's gymnasium:

- 1 - That physical training be continued as at present for Bureau supervisors in the gymnasium in the Department of Justice Building.
- 2 - That one hour per day for physical training of the National Police Academy be continued as at present.
- 3 - That no physical training or gymnasium work be given the members of the In-Service School, since during the two weeks they are in session they are absent five days for fire arms and no continuous course could be given that would be of much benefit, and the time could be more profitably spent on other subjects.
- 4 - That no gymnasium training be given to new Agents' classes while in Washington for a four weeks' period, but that as soon as the gymnasium at Quantico has been repainted and is ready for use that one hour per day for physical training be given during the four weeks these classes are there.
- 5 - That Mr. Hoyer and Mr. O'Brien alternate one week at a time between Quantico and Washington in giving physical training courses.

Respectfully for the conference,

CLYDE TOLSON
Chairman

U. R. GLAVIN
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C/10ms

ORIGINAL FILED IN 66-4982-9764

NHC:BG

March 20, 1941

13381

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Glavin, E. A. Tamm, Ladd, Drayton, Foxworth, Rosen, Tracy and Clegg being present, considered the request of the Commissioner of Police, Danville, Virginia, that consideration be given to the application of Ural W. Watson to attend the session of the FBI National Police Academy beginning April 7, 1941. The Danville Department applied for Lonnie H. Lewis, a Lieutenant, to attend, the application being dated March 19, 1940. The Danville Department was not selected for the April school but a vacancy has occurred due to the inability of the Carmel, California, Police Department to send a representative to this session. In view of the statement by the Commissioner that upon the graduation of Watson he would be made Chief of Police, it was recommended that the application made by the Danville Department on March 19, 1940, be given consideration and that Watson be substituted for Lewis so that, upon Watson's graduation, he would become Chief of Police.

Of course, the Conference recognized that an investigation should first be made of Watson and, if this is approved, there is attached hereto a reply to the letter from the Commissioner of Police of Danville, as well as telegraphic instructions to the Richmond office to investigate Watson.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C/LMS

ORIGINAL FILED IN 1-956-10

MAIL:CS

March 19, 1941

13392

MEMORANDUM FOR THE DIRECTOR

dm At a meeting of the Executive Conference on March 18, 1941, the request for the purchase of ten communications type radio receivers similar to the Hallicrafters "Sky Champion" at a cost of approximately \$49.00 each was discussed.

It was pointed out that these sets would be badly needed in connection with any efforts to monitor radio stations.

The Conference, which was attended by Messrs. Tolson, Clegg, Foxworth, Glavin, Rosen, Tracy, Drayton and Ladd, was unanimously in favor of the purchase of this equipment.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

323-013
7/18/90 SP5C110mS

BRC:ND

March 30, 1941

F. 13373

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Tracy, E. A. Tamm, C. Tamm, Rosen, Foxworth, Ladd, Hince, and Clegg being present, considered the recommendation of employee, R. Bort Carter, that a program for preliminary training for post-of-government employees who are interested in eventually becoming Special Agents be inaugurated. It was suggested by the employee that available periods of instruction for both the day and night shifts be established on a voluntary basis to give courses of study in development, in organization, in public speaking and in any other courses that might aid these clerks in developing into proper Special Agents.

The Executive Conference unanimously recommended against this program for the reason that there is no space in which to hold such classes and for the further reason that it was felt that those employees taking the courses and spending their time in this training would feel that the Bureau was indebted to them for taking such studies when they applied for the position of Special Agent. Thus an unfavorable recommendation is made.

Mr. Carter is being informed of this recommendation.

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/llms

NOT RECORDED

866-2554-1731

ORIGINAL FILED IN

HMC:MD

March 30, 1941 - 13374

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Q. Tamm, Rosen, Foxworth, Ladd, and Clegg being present, considered the suggestion of Special Agent in Charge Espy and Special Agents Carlson, Sloan, Webb, and Lynch concerning the course of training with the New Remington Model .31 Rifle which is being issued soon to all field offices to take the place of .30 and .351 calibre rifles presently being used as these rifles deteriorate or are worn out, the course of training to be as follows:

- 1 - At 200 yards:
5 shots fired from a prone position and 5 shots fired from a sitting position.
- 2 - At 100 yards, within a period of one minute:
The trainee begins with the rifle loaded and the safety on, the trainee being in a standing position. The trainee fires 5 shots from a standing position and then 5 shots from a kneeling position within the one minute period.

All of the above shots will be fired at the regular Colt silhouette target. The total score made by adding the value of all 20 shots will be the score made over this course.

It should be pointed out that the above course includes all four positions which are presently being used in firing the .351 rifles and the .30 calibre rifle.

It was recommended that all .351 and .30*06 rifles presently in service in the field, as they are worn out or develop a need for repair, be transmitted to Washington for appropriate disposition. Following the regular issuance of the new rifle to field offices, additional rifles will be issued upon specific request by the Special Agents in Charge as actually needed.

If this is approved, there is attached hereto a bulletin to this effect.

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CC - Mr. Glavin

323,013
7/18/90 SP5C110MS

1-29-619

ORIGINAL FILED IN

PEP:KOD

March 27, 1941

13371

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Tracy, Harbo, Quinn Tamm, Hince, Ladd, Rosen, Foxworth, Carson and Glavin approved the attached proposed Bureau Bulletin to all Special Agents in Charge, entitled Source of Information.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

E. A. Glavin, Secretary

Attachment

RECORDED & INDEXED

INITIALS ON ORIGINAL

FEDERAL BUREAU OF INVESTIGATION

APR 24 1941

U. S. DEPARTMENT OF JUSTICE

TOLSON

FOXWORTH

FIVE

Executive Conf.

| | |
|----------------|-------|
| Mr. Tolson | _____ |
| Mr. E. A. Tamm | _____ |
| Mr. Clegg | _____ |
| Mr. Foxworth | _____ |
| Mr. Glavin | _____ |
| Mr. Ladd | _____ |
| Mr. Nichols | _____ |
| Mr. Rosen | _____ |
| Mr. Carson | _____ |
| Mr. Quinn Tamm | _____ |
| Mr. Hendon | _____ |
| Mr. Tracy | _____ |
| Mr. Gandy | _____ |

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/96 BY SP5C110MS

ORIGINAL FILED IN 62-224-525X

13372

NOT USED

66-2554-1932

CHANGED TO

M

1-3094-X153

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 823,013
DATE 7/18/90 BY SP5CJH/MS

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C
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P
Y
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FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
Washington, D. C.

March 5, 1941

DML:GS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/13/90 BY SP5C110ms

MEMORANDUM FOR THE DIRECTOR

15770

There is being transmitted herewith for approval of the members of the Executive Conference a new proposed "Sabotage Manual", which manual was prepared in the Technical Laboratory for distribution to the field.

The Executive Conference on the evening of March 4, 1941, considered this suggestion and recommended that ten copies of this manual be prepared and sent to each of the Bureau's field offices and that a bulletin be prepared instructing the Special Agents in Charge to discuss this pamphlet at the next quarterly conference.

This manual is being forwarded to the members of the Executive Conference for their approval, corrections or disapproval. If approved, it is suggested that the copies be forwarded to the field offices as outlined above.

Respectfully,

"O. K. H."

RECORDED & INDEXED

D. M. Ladd

s/ Clyde Tolson
Clyde Tolson

s/ E.A. T.
E. A. Tamm

s/ H. H. Clegg
H. H. Clegg

s/ P.E. Foxworth
P. E. Foxworth

s/ S. J. Tracy
S. J. Tracy

s/ A. Rosen
A. Rosen

s/ W. R. Glavin
W. R. Glavin

s/ L.B. Nichols
L. B. Nichols

s/ Q. Tamm
Quinn Tamm

CH-21

94-3-1-9-1

ORIGINAL FILED IN 15770

LAG:MET

April 22, 1941

13295

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Drayton, G. Tamm, Rosen, Carson, Nichols, Ladd, Tracy, Foxworth and Hince being present, considered the inquiry of Special Agent in Charge J. E. Glegg concerning the attendance of railroad special agents at police conferences in the field.

The Conference was unanimously of the opinion that if railroad special agents appeared at any of the meetings, they should be admitted. The Bureau's present policy does not contemplate the invitation of all railroad special agents to these police conferences. However, if this memorandum is approved, the Special Agents in Charge will be instructed that representatives of railroad police agencies appearing at conferences should be admitted.

If this is approved, a letter to Special Agent in Charge J. E. Glegg and a letter to Special Agents in Charge in general are attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. B. Glavin
Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/90 BY SP5C110MS

NOT RECORDED
INDEXED
JPM 66-2554-1934 XI

INITIALS ON ORIGINAL - 8

EAT:RS

April 21, 1941

13224

MEMORANDUM FOR THE DIRECTOR

⑩

The Executive Conference considered the suggestion of Mr. Shivers that the Bureau at this time notify the Navy of the Bureau's desire to take over entirely and completely the handling of all Japanese Espionage. Mr. Tamm expressed the opinion that while Mr. Shivers' setup in the Hawaiian Islands was at the present time probably sufficient to enable this suggestion to be adopted there, the coverage perfected to date on the West Coast offices has not been sufficiently complete to make the assumption of exclusive jurisdiction on the Bureau's part desirable. The Conference accordingly recommends unanimously against affirmative action upon this suggestion at the present time.

Those in attendance were Messrs. Tolson, Glavin, Drayton, Nichols, C. Tamm, E. A. Tamm, Clegg, Rosen, Ladd and Tracy.

Respectfully,
For the Conference

Clyde Tolson, Chairman

H. H. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5CJL/MS

INITIALS ON ORIGINAL -

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| 66-2554-193 | |
| FEDERAL BUREAU OF INVESTIGATION | |
| APR 29 1941 | |
| U. S. DEPARTMENT OF JUSTICE | |
| TOLSON | FOXBORTH |
| TRACY | FIVE |

0/2

SECRET

July 23, 1941

13298

THE DIRECTOR

At the Executive Conference on July 17, 1941 Mr. Drayton indicated that the attached form letters could save considerable time in connection with the administration of the SIS Division and he suggested that one thousand copies of each be printed.

Those in attendance, namely, Messrs. Tolson, Foxworth, Ladd, Egan, Tracy, Carson and Drayton, were of the unanimous opinion that this suggestion should be followed:

Respectfully,
For the Conference

Glyde Tolson,
Chairman

H. H. Glavin,
Secretary

7/19/90
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/6/83 BY SP5C/DMS
323,013

228,247

Attachments

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Tamm
cc Mr. Glavin

RECORDED

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| 66-2554-1939X | | |
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| JUL 29 1941 | | |

ORIGINAL COPY FILED IN 66-2554-1939X-24

RETURN DIRECTLY TO SIS DIVISION

HEG:VCR

July 2, 1941

13227

2m
THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, E. A. Tamm, Ladd, Rosen, Nichols, Tracy, Foxworth and Clegg being present, considered the suggestion of SAO Bugas, Detroit, that Commissioner Frank D. Egan, Commissioner of Police at Detroit, be invited to address an early session of the FBI National Police Academy. In view of the necessity of increasing the instruction concerning national defense and internal security matters, it was felt inadvisable at this time to increase without special reason the instructional staff of outside lecturers appearing before the Police Academy. There is no immediate special benefit which would warrant the extending of an invitation to this particular official at this time. He is already described as friendly to the Bureau and his name will be placed in the Bureau's records as a potential instructor in the future. Reports from the monitors of the recent session of the FBI NPA show that they were universally and without exception pleased with all the instruction given by Bureau employees and that they were in most instances not enthusiastic about the instruction given by visitors.

A letter is being addressed to Mr. Bugas accordingly, if approved.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman,

E. A. Glavin,
Secretary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

NOT RECORDED

66-2554

23
H-17
RECEIVED 7/19/90 BY SP5C110MS
333,013

ORIGINAL FILED IN 100-10-1

LAH:HD

June 30, 1941

THE DIRECTOR:

Those present at the Executive Conference:

Tolson, E. A. Tamm, Q. Tamm, Collier, Glavin, Tracy,
Carson, Nichols, Ladd, Gurnea, Rosen, Foxworth, Hince

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/19/90 BY SP5C/10ms

The Conference considered the suggestion that the firearms training program be extended from 7 periods per year to 10 periods per year and that the qualification requirements be increased proportionally so that each Agent would be required to qualify 6 times per year out of 8 opportunities given in the Practical Pistol Course and to qualify 4 times per year out of 6 opportunities given in each of the other guns.

The present qualification requirements provide that an Agent shall qualify 4 times in the Practical Pistol Course per year out of 5 opportunities which he has, and that he qualify 2 times per year in each of the other guns in which he has 3 chances to qualify.

In order to get the opinion of some of the Agents in Charge in the field, SA Drantley, SAC Conroy, and Special Agent in Charge of Firearms Training were consulted. Mr. Connelley's views were also expressed. Messrs. Connelley, Drantley, and Conroy were of the opinion that the present program is sufficiently extensive; that it is effective in maintaining and improving firearms qualifications and further that it would be unwise to increase the requirements. It was pointed out by these men that firearms training is now held monthly in May, June, July, August and September and that one firearms training period is provided for the months of October, November and December, and a further firearms training period for the months of January, February and March, making a total of 7 periods per year.

The Conference decided as follows:

In favor of changing the program and increasing the number of periods:

Tamm, Glavin, Q. Tamm.

In favor of retaining the present program: Tolson, Tracy, Carson, Nichols, Ladd, Gurnea, Rosen, Foxworth, Collier, Hince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drantley _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Mr. Glavin

66-2554-

ORIGINAL FILED IN

1-29-652

DL:CS

June 20, 1941

13229

THE DIRECTOR

dm

At a meeting of the Executive Conference on June 20, 1941, attended by Messrs. Tolson, E. A. Tamm, Foxworth, Nichols, Rosen, Egan, Tracy, Carson, Quinn Tamm, Gurnea and Ladd, the development of a new proposed code for Bureau use for any emergency was discussed.

Sample codes, which are attached hereto, were shown to the Conference, these codes to be used in conjunction with a code book, the serial number in front of each word or phrase in the code book to be added to the serial numbers shown on the attached sheets and the total number thus obtained to be sent as a code word or phrase, the receiving office to have duplicate set of code numbers to be used in decoding the message. This code is similar to the German diplomatic code which is presently in use and which is practically unbreakable.

It was suggested to the Conference, and was unanimously recommended by the Conference, that for a trial period this proposed new code be used between the San Juan Field Office and the Bureau for the purpose of determining any criticisms and suggestions which might develop from the use of such a system.

In the event you approve of the recommendation of the Conference, appropriate copies of the code together with instructions will be forwarded to the San Juan Office and this trial will be conducted for a period of two months.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachment

CH-18
114

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/19/96 BY SP5C110MS

ORIGINAL FILED IN 6

QT:mac

June 25, 1941

THE DIRECTOR

13230

dm
The Executive Conference, Messrs. Tolson, E. A. Tamm, Foxworth, Ladd, Nichols, Glavin, Rosen, Tracy, Hince, Carson and Quinn Tamm being present, considered a suggestion submitted by William Ward McCabe of the Identification Division. Mr. McCabe suggested that the present duplicator system being used in the Typing Section of the Identification Division be replaced by a similar system using electric typewriters.

The Conference feels that the suggestion as outlined by Mr. McCabe does not have the advantages of the present system in use. It would be more expensive and would not serve the purpose that the present duplicator masters are serving.

The Conference unanimously recommends that the suggestion not be adopted. If you approve, there is attached hereto a letter to Mr. McCabe thanking him for his suggestion.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

N. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/19/90 BY SP5C110MS

NOT RECORDED

66-25546

ORIGINAL FILED IN 66-1637-7152

OT:mac

June 26, 1941

7-13774

THE DIRECTOR

0
The Executive Conference, Messrs. Tolson, E. A. Tamm, Foxworth, Ladd, Nichols, Glavin, Rosen, Tracy, Hince, Carson and Quinn Tamm being present considered a suggestion submitted by William Ward McCabe of the Identification Division that a change be made in the fingerprint classification system used in the Identification Division with special reference to the manner of handling reference searches.

The Conference was advised that the suggestion has absolutely no merit; that it would entail a change in the classification system that has been in effect for years and which is much more advantageous than the change suggested by Mr. McCabe.

Conference unanimously recommends that the suggestion not be adopted. If you approve, there is attached a letter thanking Mr. McCabe for his suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

ORIGINAL FILED IN 66-1631-7151

66-23
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NOT RECORDED

66-2554

INITIALS ON ORIGINAL - 3

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/90 BY SP5C/ldms

June 24, 1941

PEP:ML

THE DIRECTOR

The National Defense Conference, at which were present Messrs. Tolson, Curnea, Carson, Collier and Foxworth, considered the attached bulletin to the field setting forth the activities of the Federal Communications Commission in conjunction with its National Defense Program.

Those in attendance were unanimously in favor of the issuance of the bulletin.

Respectfully,

P. E. Foxworth

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-10
12

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/19/90 BY SP5C11pms

ORIGINAL FILED IN 62-44185-167

13233

LAH:BG

June 19, 1941

Those present were:
Hepars, Tolson, Foxworth,
Nichols, E. A. Tamm,
Q. Tamm, Carson, Tracy,
Gurnea and Hince.

THE DIRECTOR

The Executive Conference approved inviting Bureau employees and their families to attend the graduation exercises for the FBI National Police Academy to be held on June 28th. A memorandum to all Bureau employees has been prepared for approval.

The Conference approved having members of the In-Service and New Agents' classes attend the graduation exercises.

The Conference disapproved inviting Departmental employees generally because of a lack of space for them.

The Conference approved unanimously the following list of Departmental officials to be invited by letter to attend the graduation exercises:

Ugo J. A. Caracci
Jason Allen
Robert M. Gates
Charles Fahy
Matthew F. McGuire
Alexander Holtzoff
Thurman H. Arnold
Samuel Q. Clark, Jr.
Francis H. Shea

Lawrence H. C. Smith
Norman M. Littell
James V. Bennett
Julius C. Martin
Thomas D. Quinn
Daniel H. Lyons
Arthur D. Wood
Wendell Berge
A. Devitt Vanech

The Conference approved inviting also Mr. Joseph Lawrence, Director of the Bonds and Spirits Division, with Messrs. E. A. Tamm and S. J. Tracy opposed to inviting him. Appropriate letters have been prepared.

The Conference approved inviting Mr. E. J. Kelly and the members of the IACP Committee on Police Education and Training, who are: John A. Sullivan, A. J. Kavanaugh, John E. Woods and J. H. Broughton. Appropriate letters have been prepared.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

64-27

NOT RECORDED RESPECTFULLY
FOR THE CONFERENCE

66-2554

Glyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 7/19/90 BY SP5C/10ms

J. E. Glavin
Secretary

ORIGINAL FILED IN 100-4-14-32

EXL:GJ:ET

June 16, 1941

13234

THE DIRECTOR

At a meeting of the Executive Conference on June 12, 1941, attended by Messrs. E. A. Tamm, Glavin, Foxworth, Nichols, Rosen, Tracy, Hendon, Carson, Quinn Tamm, Hince and Ladd, the suggestion that each of the Bureau's field offices be equipped with one standard table model HRO radio communications receiver was considered.

The field offices presently have low cost broadcast receivers which are definitely limited in their receiving range to standard broadcast programs and the low frequency police radio broadcasts. These low price receivers quickly become obsolete. The purchase of the professional model not only extends the receiving range up to 30,000 kilocycles but also permits the monitoring or reception of G. H. code signals. It was pointed out that this type of radio receiver is used extensively in England in the present emergency for monitoring illicit German stations operating in England. These receivers cost approximately \$150 each and can be obtained from Government schedule.

If these professional receivers are purchased it will no longer be necessary to buy small broadcast receivers for the SAC offices.

The Conference unanimously recommended the purchase of 56 of these receivers, one for each of the Bureau's field offices and two for the Laboratory.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 823,013
DATE 7/19/90 BY SP5C/LMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 60-646-27

REF:HAL

June 16, 1941

13235

THE DIRECTOR

RE: EXECUTIVE CONFERENCE

The Executive Conference; Messrs: E.A. Tamm, Quinn Tamm, Nichols, Hince, Glavin, Rosen, Tracy, Hendon, Ladd, Carson and Foxworth being present, considered the suggestion of Mr. Egan to the effect that the Bureau cancel previous instructions issued to the effect that all National Defense cases be placed in cabinets with special locks. Mr. Egan pointed out that this required, in view of the growth of the National Defense matters, a considerable number of specially locked cabinets. Further, that since this order was issued an employee had now been designated to be on duty twenty-four hours a day in each Field Office, for which reason it did not appear necessary that the National Defense files be treated in a different manner from any other case files. It was further pointed out at the Conference that there was just as much confidential information in other files as in the National Defense files. For this reason those in attendance were in favor of the cancellation of the Bureau's previous instructions. There is attached hereto a proposed letter to the Field for your approval.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Egan _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachment

cc - Glavin

NOT RECORDED
66-2554-

CH-17

RECORDED
INDEXED
JUL 19 1941
SP-10MS

ORIGINAL FILED IN

66-7225-

JOHN EDGAR HOOVER
DIRECTOR

WRG:jh

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

June 16, 1941

13776
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/90 BY SP5C110ms

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Foxworth, Nichols, Hince, Rosen, Tracy, Hendon, Ladd, Carson, and Glavin considered certain suggestions made by Special Agent Richard D. Auerbach of the Seattle Office.

1. He suggested the Bureau follow up plant survey recommendation reports with group conferences like those held for police for plant protective personnel in allied industries engaged in government production.

The Conference opposed the adoption of this suggestion, it being of the opinion that if such conferences were held, we would be vulnerable to attack by unscrupulous labor groups having subversive tendencies, by their making statements that we were entering into labor field problems.

2. He suggested that the Bureau teaches its Agents to be able to handle themselves in any situation and that it would be worthwhile to have instruction in the simple fundamentals of running the common type of elevator and telephone switchboard found in most hotels and apartment houses.

The Conference is of the opinion that such instruction, as such, is not necessary at this time. It pointed out that many of the Agents in service at this time are fully qualified as elevator operators and switchboard operators and in the case of necessity it would take very few hours to qualify any and all such persons needed in such work.

3. He suggested that where laboratory examined material is essential in trials in order to prove that such material was the actual exhibit taken in the case it might be possible for the Technical Laboratory to so identify on the outside of the package that the material returned to the field office would be immediately routed to and opened by the interested Agent to avoid the necessity for handling by intermediate clerks which would involve them in trial identification.

The Conference is of the opinion that the adoption of this suggestion is unnecessary. It is pointed out that many would be returned to the field of the Agent assigned to the case and he might not be present in the field office and the evidence, of course, would not get the necessary attention. It is further pointed out that in practically all instances, the Prosecuting Attorneys have been able

INITIALS ON ORIGINAL - 10

NOT RECORDED

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Grayson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Nease _____
Mr. Tracy _____
Miss Gandy _____

FEDERAL BUREAU OF INVESTIGATION
JUN 30 1941
U.S. DEPARTMENT OF JUSTICE
TOLSON Tamm CHIEF CLERK

CH-18

66-2554

June 16, 1941

to have conceded by Defense Attorneys the continuity and genuineness of evidence produced.

4. He suggested that the Bureau might wish to have field offices in which correspondence originates designate in the communication whether the information has been communicated to the Bureau.

This suggestion as nearly as can be determined has to do with inter-office correspondence in the field. This Agent believes it might be well for the originating office in such cases to advise in its communication that the Bureau has also been furnished with this information.

It is, of course, understood that if the information is of value to the Bureau that it will be forwarded to the Bureau for attention. It is not believed that any practical purpose would be served by including in such communications the statement that this information had been furnished to the Bureau.

5. He suggested the Bureau might wish to have its representatives make addresses before groups of workers in vital plants and factories or, in other words, the big class of laborers.

The Conference is of the opinion that its representatives appearing before various civic and other church groups reach those persons interested in our activities and those who have been, are, and can be of assistance to the Bureau in the performance of its duties.

There is attached hereto a communication to Mr. Auerbach concerning the suggestions submitted by him.

Respectfully,
FOR THE CONFERENCE

✓
Clyde Tolson
Chairman

W. R. Slavin
Secretary

June 9, 1941

13279

PEF:HL

THE DIRECTOR

At a National Defense Conference, Messrs. Tolson, Tamm, Carson, Drayton, Rosen and Foxworth considered the attached form letter to all Special Agents in Charge pertaining to the utilization of a device called a "cracker" for possible sabotage purposes.

Those in attendance were unanimously in favor of the submission of this information to the Field.

Respectfully,

P. E. Foxworth

Attachment

Executive Conf.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

file 7-11-41
RAH

CH-17₃

NOT RECORDED
66-2554

7/19/90 67SP5C110ms
323,013

ORIGINAL FILED IN 78

QT:mac
WRC:jh

13210

June 9, 1941

MEMORANDUM FOR THE DIRECTOR

(b) 0
The Executive Conference, Messrs. E. A. Tamm, Ladd, Foxworth, Rosen, Drayton, Carson, Glavin, Hince, Tracy and Quinn Tamm being present, considered a request made by the Identification Division that 223 fluorescent lamps be purchased for use in the Card Index Section. It is pointed out that in the Card Index Section at night there is only, in certain portions of the files, the light of three candle-power intensity; that this is definitely not sufficient light in which to work, consequently, the Identification Division has requested the purchase of 223 fluorescent lamps similar to the type which has been tried in the Identification Division and found to give satisfactory light. These lamps would cost approximately \$9.00 apiece.

The Conference recommends approval of this purchase.

There is appended hereto a rough sketch of the type of lamps to be secured, together with the necessary specifications which will be forwarded to the Chief Clerk's Office for order if the Conference's recommendation is approved by you.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554.

Tolson _____
E. A. Tamm _____
Clegg _____
Foxworth _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Carson _____
Drayton _____
Quinn Tamm _____
Hendon _____
Tracy _____
Gandy _____

66-21

ORIGINAL FILED IN

66-1631-7121

323,613
7/19/96 SP5evloms

NRG:jh

June 9, 1941

13241

MEMORANDUM FOR THE DIRECTOR

It was pointed out to the Conference, consisting of Messrs. E. A. Tamm, Ladd, Foxworth, Rosen, Hince, Carson, Quinn Tamm, Tracy, and Glavin, that objection has been made by the Department to Bureau employees being served food-stuffs by colored employees or others from restaurants outside of the building.

It was pointed out to the Conference that the present procedure of having such individuals deliver food to supervisory officials in the Federal Bureau of Investigation must be discontinued.

There is attached hereto a suggested inter-office bulletin to be sent to all supervisors and officials at the Bureau at the present time.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

NOT RECORDED

66-2554-

Executive Conf.
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-2729-1609

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 7/19/90 BY SP5C/lloms

WLM:mlg

June 5, 1941

7-13242

2m
jfk
THE DIRECTOR

At a meeting of the Executive Conference on June 5, 1941, attended by Messrs. Tolson, E. A. Tamm, Hendon, Rosen, Drayton, Carson, Quinn Tamm, Tracy, Hince and Ladd, the suggestion of Mr. Duplog, the Laboratory photographer, to the effect that each field office be furnished with an exposure meter to assist them in taking photographs, was considered.

It was the unanimous recommendation of the Conference that 60 such exposure meters be purchased, one for each of the Bureau's field offices and 6 for use in the Technical Laboratory. These exposure meters cost approximately \$25.00 each.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-18
120

NOT RECORDED

66-2554

7/19/90 UNCLASSIFIED 323013
BY SP-1 oms

ORIGINAL FILED IN 66-6116-551

RE: July

June 5, 1941

13243

④

THE DIRECTOR

At a meeting of the Executive Conference on June 5, 1941, attended by Messrs. Tolson, E. A. Tamm, Hendon, Rosen, Drayton, Carson, Quinn Tamm, Tracy, Kince and Ladd, it was suggested that each field division be furnished with a portable motion picture screen, to be used with the motion picture cameras assigned to the field offices.

It was the unanimous recommendation of the Conference that one such screen be purchased for each of the Bureau's field offices. These screens cost approximately \$35.00 each.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-17

NOT RECORDED

66-2554

RECEIVED JUL 11 1941
U.S. DEPARTMENT OF JUSTICE
JUL 7 1941 BY SP5/ctm

66-6116-119-99

ORIGINAL FILED IN

JP

Office

June 4, 1941

13244

④

THE DEPARTMENT

The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Foxworth, Rosen, Drayton, Carson, Glavin, Tracy and Quinn Tamm being present, considered a problem arising in the Identification Division in connection with the fingerprints from plants manufacturing National Defense material. It is noted that by memorandum received from the Department on November 22, 1940 the Bureau was authorized to furnish supplies and receive fingerprint cards directly from these concerns on the Plant Survey List, the fingerprint copies to be directed to the Office of Naval Intelligence and to the Military Intelligence Division. Now that the Navy Department is making its own plant surveys the only factories remaining on the Bureau's Plant Survey List are those having contracts with the Army.

The Identification Division recommended, in order to simplify the work of that division, that the Department be requested to grant permission to the Bureau to furnish supplies and receive fingerprint cards from all manufacturing concerns handling National Defense material, even though they are not on Plant Survey Lists. It is pointed out that this will not increase the work of the Identification Division as far as the receipt of fingerprint cards is concerned. The factories now after writing to the Bureau and receiving replies forward the fingerprint cards through a Federal Department. If the Identification Division is permitted to forward directly to all factories manufacturing National Defense material fingerprint supplies and to receive the fingerprint cards directly from such concerns with the assurance, of course, to be furnished to the Office of Naval Intelligence and the Military Intelligence Division, it will simplify the handling of applicant fingerprint cards in the Identification Division and should expedite their handling.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Drayton _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

CH-23
12

If you approve, there is attached hereto a memorandum to Mr. Tolson reporting a ruling from the Department.

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/90 BY SP5C/LMS

ORIGINAL FILED IN 66-1631-7152

Copy for the
Director

-2-

June 4, 1941

13235

The Conference is unanimously of the opinion that this communication should be forwarded.

Respectfully,
For the Conference

Glyde Tolson, Chairman

Enclosure

W. H. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Droyton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

DE 103

June 3, 1941

13248

THE DIRECTOR

At a meeting of the Executive Conference on June 3, 1941, attended by Messrs. Tolson, Foxworth, Glavin, Rosen, Tracy, Drayton, Carson, Quinn Tamm and Ladd, it was pointed out that 22 of the Bureau's field offices presently are in possession of portable ultra-violet lights; that these lights cost approximately \$30.00 each. It was suggested that each of the other field offices of the Bureau be supplied with such lights. This equipment will be similar to the R. & H. ultra-violet lights manufactured by the R. & H. Manufacturing Company, Pasadena, California, specifications for which are presently on file with the Chief Clerk.

The Conference was unanimously in favor of purchasing 35 additional portable ultra-violet lights in order that one might be furnished to each of the Bureau's field offices.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-18

NOT RECORDED

66-2554-

7/19/96 323,013
JESB:WMS

ORIGINAL FILED IN 66-4140-1114-X

11-1-41

June 3, 1941

13749

THE DIRECTOR

At a meeting of the Executive Conference on June 3, 1941, which was attended by Egan, Tolson, Foxworth, Glavin, Rosen, Tracy, Drayton, Carson, Quinn Tamm and Ladd, the question of the increasing use of Procto-Recorders was brought up. It was pointed out that the Bureau presently has one hundred ten such recorders, all of which are in use with the exception of about ten; that the call for the recorders is increasing daily. At the request of the Investigative Division it was suggested that one hundred additional Procto-Recorders be purchased. Specifications and bids for this equipment are on file in the Chief Clerk's Office. These units cost approximately thirteen hundred dollars each.

The Executive Conference was unanimously in favor of the purchase of this equipment.

Respectfully,
For the Conference,

W. L. Glavin, Chairman

H. L. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

61-19
120

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/96 BY SP5C11/oms

ORIGINAL FILED IN 67-29185

DL:CS

June 3, 1941

13250

THE DIRECTOR

At a meeting of the Executive Conference on June 3, 1941, attended by Messrs. Tolson, Foxworth, Glavin, Rosen, Tracy, Brayton, Carson, Quinn Tamm and Ladd, it was called to the attention of the Conference that Inspectors Tracy and Rines, in talking to one of the technicians in the Laboratory, had ascertained that this technician felt that the Bureau should begin offering testimony on the identification of hairs. The Inspectors were of the opinion that the Bureau should continue its present policy of not offering any such testimony. This same view was expressed by Messrs. Coffey and Ladd, who felt that further research work should be done in this field before any effort is made to offer any such testimony.

The Executive Conference was unanimously in favor of continuing the present Bureau policy; i.e., of not offering testimony as to the identification of hairs.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-17

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 823013
DATE 7/19/90 BY SP5CUDMS

ORIGINAL FILED IN 82-273

DL:mlp

June 3, 1941

13253

THE DIRECTOR

At a meeting of the Executive Conference on June 3, 1941, attended by Messrs. Tolson, Foxworth, Glavin, Rosen, Tracy, Drayton, Carson, Quinn Tamm and Ladd, it was suggested that an additional speed graphic camera with flash gun and carrying case be obtained for each of the Bureau's field offices and that six additional such cameras be obtained for the Laboratory for training purposes. These cameras should be $3\frac{1}{2}'' \times 4\frac{1}{4}''$ with all necessary accessories, specifications for which are presently on file with the Chief Clerk; these cameras cost approximately \$146.00 each.

The Executive Conference was unanimously in favor of purchasing 60 such cameras.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/90 BY SP5G/LMS

ORIGINAL FILED IN 66-646-511

DL:US

June 3, 1941

7-13254

THE DIRECTOR.

At a meeting of the Executive Conference on June 3, 1941, attended by Messrs. Tolson, Foxworth, Glavin, Rosen, Tracy, Drayton, Carson, Quinn Tamm and Ladd, it was pointed out to the Conference that Inspectors Tracy and Hince, during their inspection of the Laboratory, had recommended that the Laboratory discontinue the practice of offering testimony in cases involving the testing of blood stains. This recommendation was made in view of the tests being conducted in the Laboratory, which indicated that blood stains of the AB Group some times react indicating them to be of the B Group.

It was pointed out to the Conference that the Laboratory had discussed this matter with Dr. Weiner, who indicated that he had in some instances run into the same apparent discrepancy, but that he was not particularly concerned with this in view of the fact that less than 3% of the population of the country fell within the AB Group and also because all tests on this type of stain did not react erroneously.

It was further pointed out to the Conference that the Laboratory was desirous of continuing to testify with reference to blood grouping; that it was believed that the possibility of error was much less than 1%; that even in those cases the reaction would be cloudy, in which case the examiners do report a no conclusion. Further, it was pointed out that grouping of blood stains does not assist in identifying any one individual; that its chief value is in the elimination of an individual; that even though testimony is given, the examiners in testifying point out the fact that the defendant's blood is of the same group as is the blood stain and that there will be in the case of AB blood several million other people who also fall within that same group. In view of this, it was felt that the Bureau is perfectly safe in testifying with reference to this subject matter.

The Conference was unanimously in favor of continuing the present Bureau policy of testifying in these cases and of continuing the research work being done on this subject matter.

NOT RECORDED

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. H. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN

4614
80-11-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/90 BY SP5C1/ams

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120

MEMO

June 3, 1941

13255

lm

THE DIRECTOR

At a meeting of the Executive Conference on June 3, 1941, which was attended by Messrs. Tolson, Foxworth, Glavin, Ladd, Tracy, Drayton, Carson, Quinn Tamm and Ladd, the question of the use of radio direction finders was presented to the Conference. It was pointed out that one of these direction finders was recently successfully used in a case in Mexico and that two additional direction finders are presently on order. It was recommended that six more of these direction finders be purchased, bringing the total in the possession of the Bureau to nine. These direction finders cost approximately ten hundred and sixty-five dollars each.

The Conference was unanimously in favor of the purchase of this equipment.

Respectfully,
For the Conference,

W. H. Glavin, Chairman

H. H. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn-Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/90 BY SP5C/LMS

ORIGINAL FILED IN

DML:SS

June 2, 1941

13256

THE DIRECTOR

At a meeting of the Executive Conference on May 29, 1941, which was attended by Keenan, Tolson, E. A. Tamm, Clegg, Glavin, Foxworth, Drayton, Rosen, Carson, Quinn Tamm and Ladd, the request for the purchase of two additional Bell and Howell motion picture cameras for the use of the Agents in the field in investigative cases was considered.

The Conference was unanimously in favor of the purchase of these two cameras. The cost will be approximately \$450 each.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-18

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/90 BY SP5C/MD/S

ORIGINAL FILED IN

66-6116-

DL:GS

June 2, 1941

13257

Q

THE DIRECTOR

At a meeting of the Executive Conference on May 29, 1941, which was attended by Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Foxworth, Drayton, Rosen, Carson, Quinn Tamm and Ladd, the purchase of two additional 1000 watt radio transmitters for use in connection with the proposed radio circuit between the Bureau, the West Coast, Alaska, Honolulu and Puerto Rico was considered and it was the unanimous recommendation of the Conference that bids be obtained for the purchase of these two transmitters, which will cost approximately \$6,500 each.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN

80-646-2264

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-17

NOT RECORDED

66-2554

7/19/90 BY SP5C/10ms

WFG:MVS

June 2, 1941

13258

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Foxworth, Ladd, Quinn Tamm, Rosen, Tracy, Drayton, Carson, and Glavin, was advised regarding a suggestion submitted by Clerk R. D. Gibbons of the Chief Clerk's Office in view of the fact that after July 1, 1941, it will be a criminal offense for a person in the Federal Government's employ to be a member of any organization advocating the overthrow of the Government by force or violence, or any person who advocates such overthrow of the Government, and such an individual can, as a result of conviction, be imprisoned for a period of one year.

Mr. Gibbons pointed out that in reviewing the Congressional Record he has noticed that from time to time certain Members of Congress insert in the Record detailed lists of Government employees known to, or alleged to, have such tendencies. He suggests that in the future when such information is contained in the Congressional record a memorandum be prepared for the signature of Mr. Glavin for the Internal Security Section, advising them of the names, the places of employment, the allegation, the denial, and subversive organization, and the page of the Congressional Record where this information can be found. A sample of such a memorandum is attached hereto.

The Conference is in agreement with this recommendation and also recommends that the Chief Clerk's Office include not only Government employees, but when other names of alleged Communists or other individuals having interests inimical to the welfare of the United States are mentioned in the Record that this information also be furnished direct to the Internal Security Division.

Subject to your approval, this procedure will be followed by the Chief Clerk's Office in the future. There is attached hereto a communication to Mr. Gibbons concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/90 BY SP5CJ/oms

ORIGINAL FILED IN 66-6209-99-101-5

RHC:MEZ

May 29, 1941

13259

THE DIRECTOR

2m

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Rosen, Tracy, Carson, Drayton, Foxworth, Q. Tamm, Ladd, and Clegg, being present, considered the suggestion of Special Agent E. W. Hardy that printed material and instructions with illustrations be prepared on nomenclature and the mechanics of the various firearms which can be distributed to Agents in training and which will make available in this form for after class study the details which should be known by the Special Agents. At present this is handled by lectures and since all the students cannot be very close to the instructor, some of the smaller parts and their use cannot be adequately explained without this type of written material.

This recommendation was unanimously approved and there is attached hereto a memorandum for the Training Division instructing that this be prepared.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

CH-21
120

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5CJ/MS

ORIGINAL FILED IN 1-29

R/Jan

REC-127

May 29, 1941

13260

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Rosen, Tracy, Carson, Brayton, Foxworth, Q. Tamm, Ladd, and Glogg being present, recommended favorably on the suggestion of Physical Instructor H. A. Meyers that during suitable weather the physical training be given in the parking area to the rear of the FBI Academy building at Quantico rather than in the gymnasium.

This will provide an opportunity for more fresh air and sunshine and it was the opinion of the Conference that if the Marines did not know of any objection and Mr. Hicks should ascertain this fact, it would be agreeable.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____ cc-Mr. Glavin

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5CJ/DM5

ORIGINAL FILED IN 66-3760-50-95

CH-18

May 29, 1941

13261

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Foxworth, Ladd, Clegg, Glavin, Quinn Tamm, Carson, Drayton, and Rosen being in attendance, considered the attached bulletin to the field with regard to the FOREIGN ACT and approved its transmission to the field.

Respectfully,
For the Conference

Elyse Tolson
Chairman

W. H. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-18

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5CUD/mjs

Handwritten signature or initials.

HHC:NET

May 29, 1941

13262

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Rosen, Tracy, Carson, Drayton, Foxworth, Q. Tamm, Ladd, and Clegg being present, considered the inquiry of Special Agent in Charge H. B. Fletcher as to whether Mr. L. A. Newson, former Special Agent in Charge of the Bureau's El Paso Office and who has a diploma from the FBI National Police Academy which he attended as a monitor, should be included in the roster of NPA graduates so that he may be eligible to attend the FBI NPA Retraining Course. The attached letter for Mr. Tolson's signature was recommended by the Conference.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. E. Glavin
Secretary

Mr. Tolson _____ cc-Mr. Glavin

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/90 BY SP5C10MS

dfs

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CHC:LL

WASHINGTON, D. C.

May 29, 1941

13263

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Foxworth, Ladd, Glegg, Glavin, Quinn Tamm, Carson, Drayton, and Rosen being in attendance, considered the attached Bureau letter to all Special Agents in Charge with regard to the SELECTIVE TRAINING AND SERVICE ACT OF 1940, approved its transmission to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary

Attachment

CH-18
120

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/90 BY SP5C/LMS

ORIGINAL FILED IN 66-6240-25

May 27, 1941

13264

THE DIRECTOR.

Re: Space Facilities - Spokane, Washington

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Drayton, Nichols, Clogg, Foxworth, Rosen, Ladd, Tracy and Glavin was advised by Mr. Glavin that the Bureau has been endeavoring to secure a sufficient amount of space at Spokane in the Federal Building to establish a field office for the Western District of Washington. The Special Agent in Charge at Seattle has visited Spokane and has stated that he doubts whether sufficient space would be available for the opening of a field office. Mr. Glavin advised the Conference that he had communicated with Mr. Quinn of the Department to ascertain whether Federal space was available there. Mr. Glavin stated that information has since been received from the Department that at the present time approximately 1600 square feet of space could be reserved for the use of the Bureau. This area comprises four rooms totaling approximately 1000 square feet on one floor and two rooms totaling 600 square feet on another floor.

The Conference was of the opinion that inasmuch as a sufficient amount of space could not be secured, it being believed that at least 3500 square feet of space should be secured, that no further consideration should be given to the opening of a field office at Spokane at this time. The Conference previous to this time had recommended against the establishment of an office at Spokane in commercial space.

Subject to the Director's approval, there is attached hereto a communication to Mr. Quinn and to the Special Agent in Charge of the Seattle Office concerning this matter.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/90 BY SP5CLH/MS

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

NOT RECORDED

W. R. Glavin
Secretary

Enclosure

ORIGINAL FILED IN 66-2554-372

WRC:HTS

May 19, 1941

13255

THE DIRECTOR

6
The Executive Conference, consisting of Messrs. E. A. Tamm, Quint Tamm, Grayton, Carson, Tracy, Ladd, Nichols, and Glavin, was advised that at the present time the Bureau has 104 dictaphone units distributed as follows:

| | |
|--------------------------|----|
| Detention Cells | 3 |
| Training Division | 1 |
| Field | 81 |
| Laboratory | 13 |
| Supply Room | 6 |
| (For field distribution) | |

The Laboratory is of the opinion that 40 additional such units should be purchased and the Conference is in agreement that such additional units should be purchased at the present time, inasmuch as there is increasing need for such equipment and considerable difficulty will undoubtedly be experienced in the future in securing the necessary equipment as we need it.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

INITIALS ON ORIGINAL

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/96 BY SP5C/LPMS

ORIGINAL FILED IN 66-3144

WRQ:NTS

May 19, 1941

13266

THE DIRECTOR

dm
The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Quinn Tamm, Drayton, Carson, Tracy, Nichols, and Glavin, considered a suggestion made by Special Agent Gauthier that multilith copies of the Bureau's seal be made available for visitors to the Bureau upon request and that such copies be made available to all employees in the Bureau.

The Conference is of the unanimous opinion that such copies should not be made at this time, in view of the fact that criticism might be leveled at the Bureau for distributing such copies, and further, in so far as the employees are concerned, it is not believed that the preparation of the thousands of copies needed would be justified.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

RECORDED
INDEXED
7/19/90
SP5C110MS

ORIGINAL FILED IN 66-5508-21

CHC:LL

May 17, 1941

13267

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Nichols, Carson, Drayton, Ladd, and Glavin, being in attendance, considered the attached letter to all Special Agents in Charge transmitting the latest copy of the War Department's priority list, and approved the transmission thereof to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED COPY FILED IN

99-0-1-1074

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554 -

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/96 BY SP5AL/DM5

WRC:MTS

May 16, 1941

13268

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Clegg, Foxworth, Ladd, Quinn Tamm, Tracy, Drayton, Carson, Nichols, and Glavin, recommended that the revised travel authority letter attached hereto, which was suggested by Mr. Laughlin, the Chief Clerk, be approved.

There are two changes in the communication, the first adding a provision for the payment of \$6.00 a day per diem to Agents of this service when outside the continental limits of the United States. For the information of the Director, at the present time when employees of the Bureau are outside the continental limits of the United States, special travel authority must be secured for them.

The second and last change is in the phrase "your privately owned automobile" which is changed to "a privately owned automobile." This change is being made due to a recent change in the law governing the use of privately owned automobiles which permits the use of any privately owned automobile, not necessarily the property of the Agent or employee using it.

Travel authority letters are furnished to all Special Agents in the field yearly, and if this travel authority letter is approved as suggested, the necessary letters will be prepared for distribution on July 1, 1941.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

13268
66-2554-
W. B. Glavin
Secretary
JUN 14 1941
BY SP5C110MS

ORIGINAL FILED IN

WRG:lrd

May 14, 1941

13269

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Nichols, Foxworth, Drayton, Carson, Tracy, and Glavin considered a suggestion made by Mr. Earl E. Riley, Clerk in the Chief Clerk's Office, to the effect that all property in the possession of employees granted leave without pay for an extensive period of time be returned to the Bureau. It is pointed out that at the present time a number of Special Agents are being placed on leave without pay due to special assignments and are not being instructed to return their property to the Bureau for safekeeping during the period of assignment.

The Conference is of the unanimous opinion that this policy should be followed and subject to the Director's approval there is attached hereto appropriate instructions concerning this matter. There is also attached hereto a communication addressed to Mr. Riley concerning his suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/10ms

CH-5

66-2554-

66-2184-27

ORIGINAL FILED IN

WRG:lrd

May 14, 1941

13270

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Drayton, Nichols, Clegg, Foxworth, Rosen, Ladd, Tracy, and Glavin considered a suggestion made by SAC McGuire of the New Haven Office that the Bureau furnish the various field divisions with light proof envelopes which will be used in properly protecting portable photostat negatives which cannot be developed immediately upon being taken.

The Conference was advised that such envelopes, samples of which are attached hereto, can be secured for a nominal cost. The 11 x 14 envelopes cost \$3.00 per hundred and the 16 x 20 envelopes cost \$5.00 per hundred. The Conference recommends that a limited supply of such envelopes be forwarded to each field office with appropriate informative data concerning their use.

Subject to the Director's approval there is attached hereto a memorandum addressed to the Chief Clerk instructing that such envelopes be secured. There is also attached hereto a communication addressed to Mr. McGuire concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-18 Attachments

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/90 BY SP5CJ/pms

100-3265

RECEIVED MAY 15 1941

EJD:DAF

May 13, 1941

13271

MEMORANDUM FOR THE DIRECTOR

On May 10, 1941, the Executive Conference, consisting of Messrs. Tolson, Foxworth, Ladd, Clegg, Nichols, G. Tamm, Carson and Drayton, considered the attached bulletin and recommended that it be sent to the field.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

H. R. Glavin
Secretary

Executive Conference

| | |
|----------------|-------|
| Mr. Tolson | _____ |
| Mr. E. A. Tamm | _____ |
| Mr. Clegg | _____ |
| Mr. Foxworth | _____ |
| Mr. Glavin | _____ |
| Mr. Ladd | _____ |
| Mr. Nichols | _____ |
| Mr. Rosen | _____ |
| Mr. Carson | _____ |
| Mr. Drayton | _____ |
| Mr. Quinn Tamm | _____ |
| Mr. Nease | _____ |
| Mr. Tracy | _____ |
| Miss Gandy | _____ |

CH-17

NOT RECORDED

66-2534

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/90 BY SP5clams

ORIGINAL FILED IN 98-191-11

CH-16

May 13, 1941

13272

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Foxworth, Nichols, Ladd, Carson, Gurnea, Bryerton, Tracy and Quinn Tamm being present, considered a memorandum submitted by Arthur Purcell, a clerical employee of the Identification Division, in which Mr. Purcell advises that he has perfected an instrument to be used in the recording of palm prints.

Mr. Purcell further advised that he had discussed the question of obtaining a patent on this material with Mr. J. F. Motherhead of the Patent Division of the Department of Justice, who had suggested that if the Bureau has need for this type of device a letter be addressed to one of the assistants to the Attorney General requesting that the patent be obtained for the device. This patent, if obtained, would be without charge to Mr. Purcell or the Bureau and, of course, would give the Bureau and other Government agencies use of the invention royalty free. Mr. Purcell would be able to obtain a royalty on the sales to other than Government agencies.

The Conference feels that this should be done. The device will have application in the recording of fingerprints in the Field Offices. The employee is a good, hard-working clerical employee, who has devoted considerable time to the development of this instrument. It is further pointed out that the Bureau will be the only agency having need for such material because of the fact that it is the only agency that uses palm prints extensively in its work.

If you approve, there is attached hereto a memorandum addressed to Mr. Matthew P. McGuire requesting that the Department take appropriate steps to obtain a patent on this device. There is also attached a letter to Mr. Purcell advising him that the necessary steps are being taken and congratulating him on this invention.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

CH-16

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/LMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-3809-917

Glavin

May 13, 1941

MEMORANDUM FOR THE DIRECTOR

E 13273

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Foxworth, Nichols, Ladd, Carson, Clegg, Brayton, Tracy and Quinn Tamm being present, considered a suggestion submitted by Gerard P. Kavanaugh that the alien fingerprint cards be sequenced according to the age of the individuals who have been fingerprinted and that the youngest individuals reflected on the fingerprint cards be searched against the files first.

The Conference does not feel that there is any merit in this suggestion or that it is based upon a sound principle. It is pointed out that the sequencing of the fingerprint cards by age groups would be a tremendous project and would be of very little, if any, value.

Conference unanimously recommends against the adoption of the suggestion. If you approve, there is attached hereto a letter to Mr. Kavanaugh so advising him.

Respectfully,
For the Conference

Glyde Tolson, Chairman

H. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/LMS

NOT RECORDED

66-2554

CH-20

ORIGINAL FILED IN 66-2554-323

THIS FILE MUST BE PROPERLY TRANSFERRED
PRIOR TO RELEASE OR FORWARDING.

TO TRANSFER CALL 3421.

FOR UP TO DATE INFORMATION CALL 3421.

4-49 (Rev. 2-23-88)

FBI/DOJ

| | |
|---------|------|
| Name | Room |
| Subject | UTD |
| Serial | |

Glavin

May 13, 1941

13774

MEMORANDUM FOR THE DIRECTOR

①
The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Foxworth, Nichols, Ladd, Carson, Clegg, Drayton, Tracy and Quinn Tamm being present, considered a problem submitted by the Identification Division in connection with a recent recommendation made during the inspection of the Identification Division. This recommendation embodied the checking of fingerprint cards prior to search by a group of special employees in order that those fingerprint cards which are not properly recorded may be returned to the contributor without any search of the fingerprint files.

The Identification Division advised that approximately one hundred sixty-six criminal fingerprint cards are being returned daily; that of this number approximately one hundred are returned by the Police Departments without any explanation. It is recommended that the attached form letter be approved to return the fingerprint cards a second and third time. In connection with this recommendation Messrs. Tolson, Glavin and Tracy were in agreement with Messrs. Ladd and Quinn Tamm. Messrs. Foxworth, Nichols, Carson, Clegg, and Drayton, believe that the fingerprint cards submitted by Police Departments reflecting arrests of individuals should be searched; even though the fingerprints are improperly taken they should be given an approximate classification and searched against the files and then returned to the contributor. This, of course, is contrary to the previously approved policy recommended during the inspection.

Pending your decision, there is attached hereto a proposed form letter to be used if the fingerprint cards are to be returned innumerable times as they are submitted by the fingerprint contributors.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference

Glyde Tolson, Chairman

E. A. Glavin, Secretary

NOT RECORDED

66-2554

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/LMS

ORIGINAL FILED IN 66-1631-7080

Chicago

May 13, 1941

13275

MEMORANDUM FOR THE DIRECTOR

man

The Executive Conference, Chicago, Tolson, E. A. Tamm, Glavin, Foxworth, Nichols, Ladd, Carson, Clegg, Drayton, Tracy and Quinn Tamm being present, considered a suggestion submitted by Mr. Ladd that upon the completion of the legibility check of the alien fingerprint cards these cards be completely counted so that the figure as to the number of fingerprint cards contained in the files will reflect alien fingerprints. In this connection it was pointed out that at the present time the record is using a figure of sixteen million five hundred thousand fingerprint cards probably as high as a matter of actual fact, including the aliens, there are twenty-one million fingerprint cards in the Bureau's files. This would simply mean that the figure of the number of fingerprint cards in the Identification Division would reflect the number of alien fingerprint cards.

In connection with the budget work it would simply be pointed out that the fingerprint cards have not, as yet, been handled.

Conference, with the exception of Mr. Nichols, was in favor of the suggestion. If not agreed, the suggestion will be placed in effect.

Respectfully,
For the Conference

Glynn Tolson, Chairman

W. B. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

64-21

NOT RECORDED

66-2554

323,013
7/19/90 SPSC110m5

66-21631-47-15X1

ORIGINAL FILED IN

May 12, 1941

13276

LDH:DT

The Executive Conference consisting of Messrs. Tolson, Foxworth, Drayton, Ladd, Clegg, Quinn Tamm, Carson, Tracy, Glavin and Nichols considered the advisability of sending to all AAs the Compilation of References to Federal Statutes, Relating to Neutrality, Espionage, Sabotage, Sedition and Kindred National Defense Laws which was compiled by the Special Defense Unit.

The Conference was of the unanimous opinion that this should not be sent to the Field upon receipt of reports from Mr. Nichols that the booklet put out by the Special Defense Unit summarized the statutes whereas the booklet Statutes, Proclamations and Executive Orders pertaining to National Defense Matters issued by the Bureau sets forth the statutes verbatim. The references in the booklet put out by the Special Defense Unit refer to matters appearing in our booklet. There are, however, a wider variety of references which deal for instance with aliens and other matters, for which reason it is felt that the sending of this booklet to the Field would be confusing rather than helpful inasmuch as our booklet contains the necessary statutory references.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

cc - Mr. Glavin

NOT RECORDED

66-2554

CH-17

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/18/90 BY SP5C/10MS

May 12, 1941

13277

LDH:DW

A. [unclear]
The Executive Conference consisting of Messrs. Tolson, Foxworth, Drayton, Ladd, Clegg, Quinn Tamm, Carson, Tracy, Glavin and Nichols considered the practice which has been followed for a good many years of sending Bureau files to the Washington Field Office. It was pointed out by Mr. Nichols that to comply with the request of the Field Office now would necessitate sending the files out of the building.

The Conference was unanimous in the recommendation that Bureau files not be sent out of the building and that the Washington Field Office be considered as any other Field Office in the service.

If approved, a memorandum is attached establishing this policy.

Respectfully,
For the Conference

Clyde Tolson
Chairman

V. R. Glavin
Secretary

CC - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-2554
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/13/96 BY SP5C110ms

ORIGINAL FILED IN 66-2554-5418

May 12, 1942

13778

LDH:DV

The Executive Conference consisting of Messrs. Tolson, Foxworth, Drayton, Ladd, Clegg, Quinn Tamm, Carson, Tracy, Glavin and Nichols reconsidered the assignment of maintaining contact with graduates of the National Police Academy through the Office of Mr. Hendon.

As you will recall, a few years ago a Supervisor was assigned solely for this purpose. It was the duty of this Supervisor to maintain all records, prepare interesting memoranda and to carry on correspondence with the graduates. Special Agent A. A. Hursey was assigned to this work prior to his assignment as an instructor in the Training Division. Since that time, the work has been carried on without the aid of an additional Supervisor in Mr. Hendon's Office by doubling up and the Supervisors accepting additional work. It is felt that inasmuch as Mr. Clegg has supervision of the Quarterly Police Conference and the FBI Law Enforcement Officers Mobilization Plan for National Defense, it would be better from a functional standpoint to have the responsibility placed in Mr. Clegg's Office for the maintenance of contacts with the NPA graduates.

If this suggestion is approved, Mr. Hendon will be instructed to turn over all records and other data that he has been keeping to the Training Division.

Respectfully,
For the Conference

Directors Notation:

"O.K. I am vitally interested in it." H

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/13/96 BY SP5C/LLM/S

EX-1

HHC:NET

May 11, 1941

13573

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, all members being present, recommended favorably the selection of Special Agent Jack B. Minor as a counselor in the New Agents' Class beginning on May 19, 1941.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-7554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5/als

ORIGINAL

REC-327

May 11, 1941

13750

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C110MS

The Executive Conference, all members being present, recommended the following program of instruction for the Retraining School of the FBI National Police Academy to begin on October 6, 1941.

RETRAINING COURSE - FBI NATIONAL POLICE ACADEMY FOR 1941

Police Cooperation in the National Defense Program and in the Law Enforcement Officers' Mobilization Plan for National Defense, including discussion of broad policy, the holding of quarterly conferences, the general plan for police cooperation, the procedures which should be adopted by the police, the policies specifically affecting each of the various types of investigations under the national defense program as coordinated by the Bureau - Mr. E. A. Tamm, Mr. Foxworth, and Mr. Carson will discuss the matters of policy affecting investigative work. Mr. Clegg will discuss quarterly conferences and the FBI Law Enforcement Officers Mobilization Plan for National Defense. - $\frac{1}{2}$ day.

Emergency Police Duties in War Time, including police communications, enlistments, recruitments, black cuts, war-time traffic, evacuation, protection of police facilities, conveying troops through municipalities and similar problems - Mr. Clegg and Mr. Hince - 1 day.

Police Problems in Relation to Air Raid Precautions, including protection against gas, training and equipment, bomb disposals, handling communities, protecting property, looting, incident officers - Mr. Hince - $\frac{1}{2}$ day

Mr. Tolson _____
Mr. E. A. Tamm _____ Motion Picture - "War and Order" - $\frac{1}{2}$ hour.

Mr. Clegg _____
Mr. Foxworth _____ Lantern Slides on Air Raid Matters with Explanations - Mr. Clegg and
Mr. Glavin _____ Mr. Hince - one hour.

Mr. Ladd _____
Mr. Nichols _____ Preparation of Reports in National Defense Cases - Mr. Foxworth or
Mr. Rosen _____ Mr. Carson - 2 hours.

Mr. Carson _____
Mr. Quinn Tamm _____ Investigative Methods in National Defense Cases, including procedures to
Mr. Hendon _____ be followed in investigating espionage, sabotage, internal security,
Mr. Tracy _____ custodial detention cases - Mr. Foxworth and Mr. Carson - $\frac{1}{2}$ day.

Miss Gandy _____

NOT RECORDED

66-2554

[Handwritten signature]

ORIGINAL FILED IN

Head - Director
Page 2

13331

Recent Trends in Communism, Fascism, and Nazism - E. H. McIntire and
B. P. Kravitz - 1 day.

Respectfully,
For the Conference

Glynn Tolson
Chairman

E. H. Glavin
Secretary

cc-Mr. Glavin

HHC:MET

May 11, 1941

13032

MEMORANDUM FOR THE DIRECTOR

dm
The Executive Conference, all members being present, recommended the approval of a twelve weeks' program of training for newly appointed Special Agents and there is set out in the two enclosures a list of the subjects and the amount of time to be devoted to each. A comparison between the suggested twelve weeks' course and the present nine weeks' course is set forth on one form and a comparison between the suggested twelve weeks' course and the former sixteen weeks' course is set out on the other form attached hereto. This will be applied to New Agents' Class #5 which entered on duty on April 1, 1941, and this class, originally scheduled to depart on May 25, 1941, will be given two weeks and five days additional training, making the departure date June 6, 1941. New Agents' Class #6, scheduled to depart originally on June 7, 1941, will depart three weeks and four days later.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

CH-13

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5CJ/MS

ORIGINAL FILED IN 1-48

May 12, 1941

15583

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, all members present, considered the request of Chief Constable D. G. Draper, of Toronto, Canada, for one of his officers to attend the next session of the FBI National Police Academy. The Conference unanimously recommended that the Toronto Police Department be placed Number One on the list of existing alternates.

If this is approved, there is attached hereto a letter to Mr. Draper. Mr. Lyons in Mr. Fletcher Warren's office of the State Department stated that it would be entirely agreeable from the State Department's viewpoint for the representative to attend.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. E. Glavin
Secretary

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

cc-Mr. Glavin

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5aloms

13284

May 6, 1941

LBN:DF

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Glavin, Drayton, Quinn Tamm, Carson, Clegg, Ladd, Tracy, Foxworth and Nichols considered a suggestion made by Miss Lutz to the effect that in the future all interoffice memoranda be prepared on a form, a copy of which is attached, which would have the words "Memorandum for" printed at the top of the page and would have the Director's routing block on the upper right-hand side. This would be a saving in time in stamping in the mail inasmuch as at the present time it is necessary to stamp each individual memorandum. Furthermore, it would be a saving of time for the typists since the words "Memorandum for" would already be printed.

The Conference considered the difficulties that might be occasioned by the changing of names on the routing block and it was agreed that only a reasonable supply of first pages for memorandum forms would be prepared and that Mr. Hennricher would be instructed to print additional forms at periodic intervals. In this way the changes in names would be noted.

A letter to Miss Lutz is attached.

Respectfully,
For the Conference

Clyde Tolson, Chairman

R. B. Glavin, Secretary

cc - Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C/LMS

ORIGINAL FILED IN 66-3665-695

EX-1

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Foxworth _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Carson _____
- Mr. Quinn Tamm _____
- Mr. Hendon _____
- Mr. Tracy _____
- Miss Gandy _____

19

601

May 8, 1941

13285

MEMORANDUM FOR THE DIRECTOR

A. The Executive Conference, Messrs. Tolson, Glavin, Drayton, Foxworth, Clegg, Carson, Ladd, Q. Tamm and Tracy being present, considered the problem of training newly appointed Special Agents in automobile driving. The possibility that the New Agents in training school should obtain such instruction in the early mornings, in the late evenings and on Sunday mornings at their own expense from a school for this purpose was discussed and unanimously opposed. The possibility of the class counselor and other instructors training the students in Washington from 7 to 9 A.M., after 9 P.M., and on Sunday mornings was also discussed and was opposed due to the undesirability of publicity concerning such matters arising in Washington.

It was unanimously agreed that during the first four weeks of their service at Quantico, the students should be given tests as to their driving ability. Those with operator's permits and satisfactory experience, who are able to demonstrate their ability to drive satisfactorily, will be shown in a report by the instructors to be in a satisfactory status as far as driving automobiles is concerned. Those who are not in a satisfactory status or who have not had any or sufficient experience in driving automobiles should be given training in the early mornings, in the afternoons and on Sunday mornings in driving to and from the range, and at such other logical times as possible at Quantico.

It was believed that one of the Bureau's automobiles would be adequate for this purpose. The class counselor, Special Agent in Charge Hicks and the firearms instructors at Quantico would give these tests and the training.

If this is approved, there is attached hereto a memorandum addressed to the Training Division to this effect.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Foxworth _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Carson _____
 Mr. Quinn Tamm _____
 Mr. Hendon _____
 Mr. Tracy _____
 Miss Gandy _____

Respectfully,
 FOR THE CONFERENCE

Clyde Tolson
 Chairman

W. R. Glavin
 Secretary

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 7/13/90 BY SP5C/10MS

ORIGINAL FILED IN

Office

May 6, 1941

13286

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Leonard E. A. Tamm, Nichols, Drayton, Foxworth, Rosen, Ladd, Glavin, Tracy and Quinn Tamm being present, considered a suggestion recently submitted by William H. Gadel of the Technical Section, Identification Division, in which Mr. Gadel suggests that the Bureau obtain a machine method of sequencing fingerprint cards.

The Conference was advised that the machine suggested is the type of machine used in schools for the grading of papers and is based upon a sorting process using a light beam which scans the paper and ports where pencil marks appear on the card. The suggestion would necessitate a change in the form of the fingerprint card so that the classification could be designated in small squares running the full length of the card rather than in the upper right-hand corner. It would, of course, necessitate the changing of the sixteen million cards presently on file in the Identification Division. This would not be practical. The suggestion would rank if the change were made, however, the changing would be a tremendous task.

The Conference unanimously recommends that the suggestion not be adopted.

There is attached hereto for your approval a letter addressed to Mr. Gadel so advising him.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. H. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/96 BY SP5C110MS

NOT RECORDED

66-2554

PER:CSH

May 6, 1941

15587

MEMORANDUM FOR THE DIRECTOR

The National Defense Conference, consisting of Messrs. Tolson, Drayton, Carson, Clegg and Foxworth, considered and approved the attached suggestions relative to the indexing of summary memoranda. A proposed memorandum to all Bureau officials and supervisors is attached for your signature if approved.

Respectfully,

F. E. Foxworth

ORIGINAL FILED IN 66-5084-66

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

17

NOT RECORDED
66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C/10MS

John Edgar Hoover
Director

P
y
dfs

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

PEF:CSH

May 6, 1941

10038

MEMORANDUM FOR THE DIRECTOR

The National Defense Conference, consisting of Messrs. Tolson, Drayton, Carson, Clegg and Foxworth, considered and approved the attached proposed bulletin to the field regarding confidential informants.

Respectfully,

P. E. Foxworth

"D.K. H."

ORIGINAL FILED IN

NOT RECORDED

66-2554

323,013
7/18/90 SP5C11pm5

66-2554-7392X

0 Information - Confidential

CH

WRG:lrd

May 5, 1941

13789

MEMORANDUM FOR THE DIRECTOR

0

The Executive Conference consisting of Messrs. E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Pennington, Carson, Quinn Tamm, Tracy, and Glavin considered a suggestion made by Mr. R. H. Laughlin looking toward the simplification of the monthly field report. The suggestions were as follows:

1. Mr. Laughlin suggests the elimination of the two columns under column number four concerning the number of working days to complete investigations. For the information of the Director, this column on page one of the field report coming into the Seat of Government shows the working days to complete investigations, sub-divided as to General and Accounting. This information is not utilized by the Chief Clerk's Office at this time in the preparation of the combined and consolidated reports. Mr. Pennington pointed out that he uses these compilations in the assignment of Accountants in knowing how much work of an accounting nature is in any field office.

Messrs. Clegg, Ladd, and Nichols suggested that this information be continued on the report inasmuch as it would serve the purpose of acquainting the Special Agent in Charge of each field office as to the number of days' work assigned to each Agent as of the end of the month and that reassignments of work could be made on this basis. The remainder of the Conference was of the opinion that these compilations serve no useful purpose at the present time and recommend their discontinuance.

2. At the present time the practice is followed in listing after the name of the Number One Man the dates on which he has acted as Special Agent in Charge of the office in the absence of the regular Special Agent in Charge. The Conference believes that this practice can be eliminated in the future inasmuch as it serves no useful purpose in the preparation of the report.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

3. It was suggested that the totals of only columns two and three be listed. Column two shows the number of days on duty and column three shows the number of cases assigned by Agents as to Active and Inactive and sub-divided as to General and Accounting. Immediately under this total the following totals are shown: Cases Assigned To Police Agencies, Unassigned Cases General, Unassigned Police Cases, and Unassigned National Defense Cases. Mr. Laughlin pointed out that all of the information pertaining to Police Agencies, General Cases and National Defense Cases is reflected on page two of the report and need not be tabulated on page one.

NOT RECORDED

66-2554

323,013
7/18/96 SP5C10MS

ORIGINAL FILED IN 66-2119-

The Conference recommends the discontinuance of listing these other totals on page one of the report.

4. Mr. Laughlin further suggests the discontinuance of the listing of names of clerical employees assigned to the various field offices. It is pointed out that no action is taken from these listings and the Conference is of the unanimous opinion that such clerical listings need not be made in the future.

5. Under delinquent cases it is suggested that they be listed as at present with the additional break-down to show the delinquent police cases as divided between Regular and National Defense. It was pointed out that some offices do this at the present time and that this information is needed in compiling certain statistics for a monthly report prepared in Mr. Harbo's Section.

The Conference recommends that this suggestion be approved.

6. On page two of the report at the present time a listing is made of the type of case, the Total Cases Pending at the Beginning of the Period, Cases Received During the Period, the Grand Total During the Period, the Total Cases Closed During the Period, and number of cases Pending at End of Period, sub-divided as to Office of Origin and Active and Inactive cases and Assigned and Unassigned cases. These cases are listed by classification such as Kidnaping, Extortion, National Motor Vehicle Theft Act, White Slave Traffic Act, etc. The Chief Clerk's Office is interested only in the total of regular investigative cases and National Defense cases assigned to Agents, accounting cases, police cases divided between National Defense and regular, and the detailed information concerning the classification of Selective Training and Service Act cases.

The recommendation is made that the detailed itemization by classification insofar as regular and National Defense cases are concerned be eliminated in the future and that only the totals be reflected. We would then have the total Regular, National Defense, Accounting, Police Cases-National Defense, Police Cases-Regular, and the sub-divisions of the Selective Training and Service Act cases. This would save considerable time in the field. It is noted that the detailed information concerning each classification is utilized in the preparation of budget material, but it is believed that this information can be obtained when the need arises by sending specific instructions to the field at that time.

MEMORANDUM FOR THE DIRECTOR

13291

- 3 -

7. On page three of the report at the present time is an itemization of all cases by classification and title which are delinquent for a period of forty-five days or more. It is pointed out to the Conference that at the present time this itemization takes considerable time due to the tremendous number of delinquent cases presently being carried in the field. It was pointed out to the Conference that SAC Pieper while in Washington recently had suggested that the delinquent period be increased from forty-five days to ninety days and that only those cases delinquent ninety days be listed.

The Conference is of the opinion that the period of delinquency should remain as forty-five days. It recommends, however, that only those cases that are ninety days or more delinquent be itemized in the monthly field report and the other delinquencies be shown in a lump total and that quarterly, the report for January, the report for April, the report for July, and the report for October, reflect all of the delinquent cases of forty-five days or more. This procedure would save considerable time in the preparation of the reports in the field divisions.

For the Director's information there is appended hereto a sample report showing the report as presently being made and a sample showing what would be eliminated if the Conference's suggestions as enumerated above are approved.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

NRG:lrd

May 5, 1941

15392

MEMORANDUM FOR THE DIRECTOR

dm
RM

The Executive Conference consisting of Messrs. E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Pennington, Carson, Quinn Tamm, Tracy, and Glavin considered a suggestion submitted by Stenographer Nathaniel Bodinger of the New York Office that the Bureau might wish to imprint with a rubber stamp the street address of the Bureau Office on the sealing tape which is used to seal Bureau envelopes and parcels so as to assure these envelopes and parcels not being opened by unauthorized persons prior to delivery.

The Conference is of the opinion that such a procedure would not give any assurance against the opening of packages if such packages were to be opened by unauthorized persons. It recommends against the adoption of this suggestion.

There is attached hereto a communication addressed to Mr. Bodinger.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5CJ/ONS

ORIGINAL FILED IN 66-2554-77

May 3, 1941

13293

MEMORANDUM FOR THE DIRECTOR

The attached memorandum prepared as a result of a conference of Supervisors in the Training and Inspection Division sets forth suggestions calculated to improve the training of clerical employees entering on duty into the Bureau.

The Executive Conference, Messrs. E. A. Tamm, Glavin, Nichols, Tracy, Drayton, Rosen, Q. Tamm, Foxworth, Ladd and Clegg being present, approved the adoption of the suggestions in this memorandum for application to all divisions and sections except those in the Fingerprint Identification Division due to the special problem existing on the seventh floor. These suggestions are as follows:

1. That the initial course of instruction for new clerks be conducted as at present.
2. On the reporting for assignment of the new employees to their respective divisions, the division chief is personally to interview the group explaining the duties to be performed by the various employees present and the importance of such duties. There should be cited instances where clerical employees through alertness and attention assisted in the solution of cases and other ways they have made important contributions to the Bureau's work. The importance of clerical duties in that particular division should be emphasized. Matters of discipline and the danger of gossip should also be pointed out as well as the confidential character of all information.
3. Following this meeting with the division chief a tour would be made of the division and introduction made to the supervisors with brief explanatory statements as to the character of work handled.
4. The division chief should personally exhibit efficiency to each employee, demonstrating interest in their personal welfare and solving any personal problems they may have.
5. That clerical conferences be held within each division of the program to permit an opportunity for suggestions, questions and information.
6. After a new clerical employee has been on duty for one week an older clerical employee with experience and properly qualified would be assigned to work one-half day assisting in clarifying any problems the new clerk may have, helping to eliminate erroneous practices and explaining the purpose of various procedures.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 3303
DATE 7/18/90 BY SP5C118MS

66-2554

CH-78

For seventh floor employees it should be pointed out that Mr. Quinn Tamm and Mr. Ladd each interview ten employees per day and thus eliminate the need for quarterly conferences.

A special conference, consisting of Messrs. Foxworth, Tracy, Quinn Tamm and Clegg, met to consider particularly the problems of the seventh floor and the recommendations of this committee were unanimously adopted as follows:

1. The preliminary training course as is presently being given should continue for employees on the seventh floor as well as others.

2. Approximately 60 days after each group of clerks has entered on duty, those who entered in one class in groups not exceeding forty, will be escorted to the offices of Messrs. Tolson, E. A. Tamm, Foxworth, Rosen and Clegg. Upon arrival, the division chief in question will make appropriate comments, including various statements concerning the work of that division, extend his personal greetings, meet the individual members of the clerical force present and refer to such matters that appear pertinent concerning the importance of the work of these clerical employees and their importance to the Bureau and related matters. This will give each clerical employee an opportunity to meet these officials. In the event one of these officials is temporarily absent from the office, the group will return to the office after visiting the other offices. In the event of a more prolonged absence the Number One man will perform these duties in the office of the official in question. It was felt that it would be more likely that the employees would thus get to meet the officials mentioned than if they met in a class room and the shortage of class rooms also makes this plan advisable.

Also the clerical employees not only from the seventh floor, but from all divisions who entered on duty 60 days previously, would be in this particular group and thus visit each division of the Bureau. In the event there are more than 40 in a group which entered on duty, more than one group would be conducted on this tour during the course of the week with a maximum of two groups per week or eighty employees receiving this instruction.

3. It was recommended that on those mornings when the Director personally administers the Oath of Office to the new agents' classes, the new clerical employees assemble in the same class room about five minutes before the Director arrives and thus the Director will administer the Oath to all the special agents and clerical employees assembled simultaneously. This would provide an opportunity for the clerical employees to see their Director and give to them the pride in the fact that the Director personally administered the Oath of Office to them. The language of the Oath would read "the position on which I am about to enter" instead of naming the particular position. It is estimated that the Director could spend two or three minutes

additional time at this opening meeting referring to the fact that both special agents and clerical employees have duties to perform and one employee's services are not complete without the other. The same general statements concerning discipline, appearance and opportunity for advancement would apply to both groups.

4. It is estimated that there are approximately 1,000 clerical employees in Washington who have not yet had an opportunity to see or hear the Director. It is believed to be desirable that some arrangement be made for those employees to have the Director appear before them for a few remarks. 120 employees can comfortably assemble in assembly room #1. Eight meetings could be held during the next six months at a time convenient to the Director and division chiefs could spend about five minutes each or more if necessary, explaining the particular functions of their respective divisions immediately following the Director's talk.

It will be recalled that a few years ago clerical employees were taken on tours of the Bureau and following this met the Director personally in his office. It would thus be necessary to assemble in these groups only those employees who have entered on duty since that time.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin,
Secretary.

Tolson _____
E. A. Tamm _____
Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

HHC:HD

May 2, 1941

MEMORANDUM FOR THE DIRECTOR

AM
O
The Executive Conference, Messrs. E. A. Tamm, Glavin, Foxworth, Q. Tamm, Ladd, Nichols, Rosen, Drayton and Clegg being present, approved the recommendation of Special Agent in Charge Espey that the following who have been given the course as firearms instructors be approved as qualified and authorized to conduct field office firearms training:

F. L. Welch
J. R. Ruggles
L. A. Obenshain
D. A. Ladenberger
A. H. Crowl
F. R. Hammack

The training given the above men was during the course of their attendance at an In-Service school.

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CC -

W. R. GLAVIN

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/clms

HHC:HD

May 2, 1941

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference, Messrs. E. A. Tamm, Glavin, Foxworth, Q. Tamm, Ladd, Nichols, Rosen, Drayton and Clegg being present, considered the request of the San Antonio Office that authority be granted to furnish new Agents with a list of necessary activities to be complied with before closing a case or Referring it Upon Completion.

This routine list of activities, which are prerequisites, conform to the Manual requirements and all of them are set out in the Manual of Rules and Regulations.

As a general practice this tabulation was not thought best, but, in view of the large increase in the number of new Special Agents and the comparatively small number of old Agents to train and guide them, it was thought that this might be found of value and the suggestion that such a list be made available to all new Agents during the course of the lecture on report writing was approved by the conference, with the exception that Mr. Drayton opposed the suggestion as being unnecessary and too routine.

If the majority view is approved, there is attached hereto a memorandum for Mr. Clegg issuing appropriate instructions and also a letter to the San Antonio Office.

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-17

CC - Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 32303
DATE 7/18/90 BY SP5cdms

JOHN EDGAR HOOVER
Director

C
O
dfs P
Y
HHC:HD

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

May 2, 1941

13294

MEMORANDUM FOR THE DIRECTOR

2m
End

O
The Executive Conference, Messrs. E. A. Tamm, Glavin, Foxworth, Q. Tamm, Ladd, Nichols, Rosen, Drayton and Clegg being present, approved the recommendation of Mr. Morley, concurred in by Mr. Kramer and Mr. Ranstad, that the subject of Custodial Detention be discussed for one hour before both the In-Service classes and the new Agents classes.

This recommendation was approved because of the increased importance of this type of work and of the benefit suggested which might be made in connection therewith. If approved, Special Agent Kramer will handle these lectures.

Respectfully

For the Conference

"O.K. H"

CLYDE TOLSON
Chairman

W.R. GLAVIN
Secretary

CC * Mr. Glavin

CH-20

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/12/90 BY SP5C/Loms

ORIGINAL FILED IN 1-19-

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

HHC:HD

May 2, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Foxworth, Q. Tamm, Ladd, Nichols, Rosen, Drayton and Clegg being present, considered the suggestions of Special Agent E. J. Gebben:

First, that copies of communications to post offices placing mail covers be sent to the Bureau, as this would save time in the stenographic personnel in the various field offices. Since it is unnecessary to communicate with the Bureau when these mail covers are placed, it is difficult to ascertain how this would save any time, but rather it is believed it would require added filing time at the Bureau. The suggestion was recommended unfavorably.

Second, that when new Agents report to field offices they spend one entire day working with the Chief Clerk of the Field Office to learn the entire procedure of the Chief Clerk's office. It is recognized that training is received in Washington in these divisions. However, it is believed that the practical work of the Field Division would be beneficial. The conference was unanimously of the opinion that if an Agent in Charge would properly handle new personnel, he would escort them to the Chief Clerk's office and spend a few minutes, or, if necessary an hour in explaining the functions of this office as it applied to their work, but it was felt unnecessary for a whole day to be spent in working with the Chief Clerk. Experience along this line is presently being gained during the week's field work while the Agent is in the training school. If this is approved, Special Agent Gebben is being informed accordingly.

Respectfully,
For the Conference

✓
CLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

CC - Mr. Glavin

QT:GS

May 1, 1941

MEMORANDUM FOR THE DIRECTOR M. 13296

2m
hgh

The Executive Conference, Messrs. E. A. Tamm, Ladd, Clegg, Nichols, Glavin, Rosen, Drayton, Foxworth, and Quinn Tamm being present, was advised that in connection with the RPA Reunion the Mayflower Hotel is not available for the week of September 29th through October 4th. This week was when the RPA Reunion had been scheduled.

The Conference unanimously recommends that because of the fact that the Mayflower is not available and because of the fact that this hotel, it is believed, is the only suitable place in Washington to hold the Reunion and by far the most reasonable, the RPA Reunion and Retraining Session be postponed one week and that it be held October 6th through October 11th. The Conference feels that this will not in any way hinder the success of the Retraining Session and will not be inconvenient to any of the officers contemplating attendance.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C/LMS

ORIGINAL FILED IN 44-11323-4

RCM:MWC

April 30, 1941

13297

MEMORANDUM FOR MR. TOLSON

A. *mt*
The Conference of the Administrative Division discussed the invitation submitted by General Miguel Z. Martinez, Chief of Police, Federal District, Mexico City, for the Bureau to participate in the Seventh Annual International Pistol and Rifle Matches to be held at Mexico City, May 16-19, 1941.

Mr. Hendon submitted the suggestion that since the Government is so vitally interested in improving relations with the Central American countries and particularly with Mexico, it would be worth while to have a pistol team entered in these matches.

A check of the program indicates that most of the matches are for individuals and five-man teams. The Conference was of the opinion that a five-man team should be designated and that if the Bureau felt this was impossible, at least Special Agent Walter Walsh should attend.

Respectfully,

L. B. Nichols

ADDENDUM: May 2, 1941 LBN:DW

Mr. Tolson _____ The Executive Conference considered this invitation and
Mr. E. A. Tamm _____ recommended against it until such time as we have a team
Mr. Clegg _____ organized and trained.

L.B.N.

Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C10m5

ORIGINAL FILED IN 66-2554

April 29, 1941

P28:RUM

MEMORANDUM FOR THE DIRECTOR

The National Defense Conference with Messrs. Tolson, Clegg, Rosen, Carson, Drayton and Foxworth present considered the attached bulletin to the field with reference to the Presidential Proclamation extending the Neutrality Act regulations to include the countries of Hungary and Yugoslavia.

Those in attendance were unanimously in favor of forwarding the bulletin to the field.

Respectfully,

P. E. Foxworth

Attachment

"OK-H"

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

4-21

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/18/90 BY SP5C/oms

ORIGINAL FILED IN 66-62

URGENT

April 28, 1941

13258

2m

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, C. Tamm, Rosen, Nichols, Carson, Drayton, Clegg, Ladd, Tracy and Glavin considered a suggestion submitted by Special Agent J. B. Drury of the New York Office concerning the maintenance of the card index system in that office.

Very briefly, Special Agent Drury is desirous of having a different colored index card for main index cards and reference cards. It is pointed out that the Bureau in its card index uses the same type of index cards throughout; however, black typewriter ribbon is used for main indexing and red typewriter ribbon for reference indexing.

The Conference is of the opinion that this policy if followed would be entirely satisfactory in the New York Office.

There is attached hereto a communication addressed to Mr. Sackett concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachment

NOT RECORDED

66-2554

323,013
7/18/90 SP5C110MS

ORIGINAL FILED IN 66-27-

HHC:ND

April 26, 1941

15760

MEMORANDUM FOR THE DIRECTOR

A. The ^QExecutive Conference, Messrs. Tolson, Glavin, Nichols, Carson, Rosen, Drayton, Foxworth, Q. Tamm, Ladd, Tracy and Glegg being present, considered the suggestion of Special Agent in Charge Guinane that the Chief Clerk be authorized by Agents in Charge to initial exhibit envelopes for the file.

These exhibit envelopes and packages contain exhibits which are too bulky to be placed in a file in most instances. It is now required that each Special Agent in Charge or some Special Agent in the office initial the envelope or wrapper containing the exhibit.

Messrs. Tolson, Ladd, Carson, Glavin and Rosen recommended that the Chief Clerk of a field office be authorized to initial this envelope as it was more frequently just a routine procedure and the present requirement would take up an unnecessary amount of the time of the Special Agent in Charge.

The remaining members of the conference recommended unfavorably feeling that an Agent to whom the case was assigned or a Special Agent in Charge or some other responsible Agent should initial this exhibit envelope in order that there would not be placed in the files any undesirable material or any data which should be sent back to the individual from whom it was obtained and in order to make certain that no improper material would go to the Bureau's files.

Mr. Guinane will be advised of the approved procedure.

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

W. H. GLAVIN
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-17
cc - Mr. Glavin

NOT RECORDED

66-2554-

7/18/90 SP5c10ms

ORIGINAL FILED IN 66-3665-697

EX-14

April 26, 1941

15701

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nichols, Foxworth, Drayton, Rosen, Tracy, Carson, Ladd, Quinn Tamm and Clegg, being present, recommended that at the Quarterly Conferences for Police the following changes in procedure be inaugurated:

1. That Special Agents and police executives of the following be invited to attend the Conferences:

Railroad police agencies.
 Railroad Express Company Special Agents.
 Pullman Company Special Agents.
 Bank officials, when such banks are members of the Federal Reserve System or are insured under the provisions of the FDIC.

It is not intended, however, that such invitations be extended to strictly private industrial concerns. The group which is included is included on the basis of authority which the Bureau now has to exchange criminal records based on fingerprints with such police agencies. At the same time, the others are excluded in keeping with the policy of the Attorney General that no training be given to private industrial guards. This, also, precludes the possibility of charges that the FBI is training plant police who might subsequently be engaged in combatting strike disturbances.

2. It was recommended that before these Conferences, leading representatives of railroad police and important business contacts of the field offices be invited to make talks on pertinent subjects. If this approved, in view of the fact that schedules for these Conferences for the second quarter of the current year are already completed in some divisions and are in the process of preparation in others, it is recommended that this information be transmitted to the field offices by teletype and such a teletype is attached hereto.

Respectfully,
 For the Conference

Clyde Tolson,
 Chairman

W. R. Glavin,
 Secretary

cc Mr. Glavin

NOT RECORDED

66-2554

7/18/90 BY SP5C/LPM/5

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Foxworth _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Carson _____
 Mr. Quinn Tamm _____
 Mr. Hendon _____
 Mr. Tracy _____
 Miss Gandy _____

ENC:HD

April 26, 1941

13702

MEMORANDUM FOR THE DIRECTOR

m
O
The Executive Conference, Messrs. Tolson, Glavin, Nichols, Foxworth, Q. Tamm, Ladd, Tracy, Carson, Rosen, Drayton and Clegg being present, considered the suggestion made by Messrs. Bowman and Acers that one fingerprint card of each type be furnished to each field office together with a memorandum of explanation concerning the use of each of the types of card and the manner in which they could be obtained and whether the Bureau furnished the cards or whether they are to be obtained elsewhere.

The conference unanimously approved this suggestion and if approved there is attached hereto a memorandum addressed to Mr. Ladd requesting that this data be prepared for transmittal.

Respectfully,
For the Conference

OLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

CC - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

RECORDED
INDEXED 323,013
DATE 7/18/40 BY SP3/cll/oms

ORIGINAL FILED IN

April 26, 1941

13303

MEMORANDUM FOR THE DIRECTOR

10

2m It was recommended by the Executive Conference, Messrs. Tolson, Glavin, Nichols, Foxworth, Drayton, Rosen, Tracy, Carson, Ladd, Quinn Tamm and Clegg being present, that for the purpose of improving and maintaining proper relationship with the International Association of Chiefs of Police and other police associations

- (1) A committee be designated to be kept informed of all developments, maneuvers and manipulations of the International Association of Chiefs of Police, its plans, procedures and practices, which committee would also attend the conventions of the IACP and be actively interested in promoting its welfare and the Bureau's relationship with it, and that such committee consist of Messrs. Egan, Nichols, Ladd, Quinn Tamm, Conroy and Clegg.
- (2) It is recommended that a communication be addressed to all Special Agents in Charge and Assistant Special Agents in Charge, suggesting that they join the International Association of Chiefs of Police, as well as all state and regional police associations in the territory in which the SAC and Assistant SAC are functioning.

If this is approved, there is attached hereto a memorandum to the committee designated by Mr. Tolson and, also, a letter to the Special Agents in Charge and Assistant Special Agents in Charge.

Respectfully,
For the Conference

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin.

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C/LMS

ORIGINAL FILED IN 94-1-152-4971

April 26, 1941

13304

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nichols, Foxworth, C. Tamm, Ladd, Tracy, Carson, Rosen, Drayton and Clegg being present, recommended that the following Special Agents as they come to In-Service Schools be approved to be given special training as firearms instructors:

William Burke, Jr.
 L. E. Euykendall
 E. L. Olson
 J. C. Langdon
 F. W. Crow, Jr.
 R. A. Newby
 C. F. Alden
 C. B. Flack, Jr.
 I. B. Hale
 Donald E. Irvin
 J. A. Thompson
 P. B. Beachum
 James Duke
 Henry J. Adams, Jr.

This training will be given to them during the In-Service School and for a few days following the conclusion of the In-Service School until the individuals are qualified or until it is recognized that they cannot be qualified as firearms instructors.

Respectfully,
 For the Conference

CLYDE TOLSON
 Chairman

H. R. GLAVIN
 Secretary

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Foxworth _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Carson _____
 Mr. Quinn Tamm _____
 Mr. Hendon _____
 Mr. Tracy _____
 Miss Gandy _____

CH 21
 CC - Mr. Glavin

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 7/18/90 BY SP5C/LMS
 323,013

ORIGINAL FILED IN

HNC:HD

April 26, 1941

F 13705

MEMORANDUM FOR THE DIRECTOR

1
The Executive Conference, Messrs. Tolson, Glavin, Nichols, Foxworth, Q. Tamm, Ladd, Tracy, Carson, Rosen, Drayton and Clegg being present, considered the suggestion of Special Agent in Charge J. E. Clegg of Albany that the Bureau prepare a form letter to all police officials for transmittal by field offices to police officers explaining the necessity for discontinuing the acknowledgment of their reports based upon investigations requested by the field offices.

2
It was pointed out that in some divisions these acknowledgments were a matter of practice; that it would be some weeks before all the quarterly police conferences were held and all the departments would not necessarily be present at these conferences and for this reason it was believed that such a communication should be prepared.

The conference unanimously recommended against the suggestion feeling that the explanation at the quarterly police conference would suffice and the police department would not become offended if they did not receive this letter of acknowledgment.

The employee is being advised if approved.

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

W. H. GLAVIN
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/90 BY SP5/llms

ORIGINAL FILED IN 66-2554-124

WAG:lrd

April 23, 1941

13308

MEMORANDUM FOR THE DIRECTOR

A. The Executive Conference consisting of Messrs. Tolson, Drayton, Hince, Quinn Tamm, Nichols, Rosen, Carson, Ladd, Foxworth, Tracy, and Glavin considered a suggestion submitted by Assistant SAC Vincent of the Los Angeles Office that certain wordings on the Special Agent applicant interview forms be changed. Under General Intelligence, Mr. Vincent suggests that "A." which presently reads, "Answers general questions definitely. Quickly. Vaguely." be changed to read, "Answers general questions intelligently. Slowly. Evasively." This is the only suggestion made by Mr. Vincent which would in any way enter into the grading of the applicant report.

The Conference has no objection to this change being made when additional forms of this type are prepared.

There is attached hereto a communication to Mr. Vincent concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

42

ORIGINAL FILED IN 66-2554-313

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C110ms

13307

WRG:ldd

April 23, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Drayton, Hince, Quinn Tamm, Nichols, Rosen, Carson, Ladd, Foxworth, Tracy, and Glavin was advised by Mr. Glavin that with the move of the field office, six spaces have been made available in the basement for cars and since a great many requests have been made for this space, Mr. Glavin recommended the following distribution thereof:

1. Mr. Rosen
2. Mr. Drayton
3. Mr. W. A. Murphy
4. Mr. Kramer
5. Mr. Kimball
6. Mr. Hendon and Mr. Holloman

The Conference approves this distribution. It is noted that Messrs. Hendon and Holloman are both listed for one space. We have done this on a number of other occasions in the past when the Supervisor or Official does not use the space continuously. There are a number of such designations now.

If the Director approves this space distribution appropriate requests will go forward to the Department for parking space.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

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SPSCL:ams

66-57-6242-99 ORIGINAL FILED IN

7-13308

OT:mac

April 23, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Ladd, Foxworth, Nichols, Glavin, Rosen, Hince, Carson, Drayton, Tracy and Quinn Tamm being present, considered a report submitted by the Committee on Entertainment for the NEA Re-training Session and recommends unanimously the adoption of this report.

It is recommended that all of the formal entertainment with the exception of the dance be held at the Mayflower Hotel, it being pointed out that the service given by the Mayflower Hotel is far superior to anything else in the city and, further, that the facilities of the Mayflower make it the only place capable of handling the expected number of guests.

Entertainment of Associates

September 29, 1941
Monday

Reception, Main Ballroom, Mayflower Hotel, 8:30 P.M. to 10:30 P.M.

Usual reception menu.

Entertainment: Three or four piece orchestra.

It was suggested by Mr. Nichols and approved by the Conference that Olson and Johnson be requested to bring part of their show "Hollaa Poppin'" down for the reception. If this can be done the Conference recommends that they be invited.

Estimated Cost: 750 people @ \$1.00 per person -- \$750.00
Music and Entertainment -- -- 100.00
Total -- -- \$850.00

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Foxworth _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Carson _____
- Mr. Quinn Tamm _____
- Mr. Hendon _____
- Mr. Tracy _____
- Miss Gandy _____

September 30, 1941
Tuesday

Open. No planned entertainment of any type, it being the recommendation of the Committee that this particular day be left open.

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,012
DATE 7/18/90 BY SP5C/HOMS

Memo for the
Director

April 23, 1941

October 1, 1941
Wednesday

Luncheon. Main Ballroom, Mayflower Hotel. 12:00 Noon
to 2:00 P.M. as guests of the FBI.

Three piece orchestra to furnish music.

Estimated Cost: 450 people @ \$1.25 per person = \$562.50
Gratuities - - - - - 57.00
Music - - - - - 35.00
Total - - - - - \$654.50

October 2, 1941
Thursday

"Dutch Treat" Banquet. Main Ballroom, Mayflower Hotel.
7:00 P.M.

Snitable entertainment of the vanderbilt type.

Estimated Cost: Music and entertainment - - - - \$500.00
Gratuities, spot lights, etc. = 100.00
Invited guests:
50 people @ \$2.50 per person = 125.00
Total - - - - \$725.00

October 3, 1941
Friday

Dance. Wardman Park Hotel. 10:00 P.M. to 1:00 A.M.
Associates as guests of the FBI.

It is recommended that the dance be limited to NPA As-
sociates, wives, visiting officials and those Bureau
employees having a rank of Special Agent or above.

It is the Conference's recommendation that this dance be
given by the Entertainment Committee and that invitations
not be extended to all employees of the Bureau because of
the fact that there are not adequate facilities in the
hotels in Washington to handle a crowd of this size.

Estimated Cost: Dance - - - - - \$500.00
Floral decorations for all
affairs - - - - - 100.00

Entertainment of Ladies

It is the Committee's recommendation and the Conference agrees that
planned entertainment of the ladies not be held any morning during the week and

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Memo for the
Director

-2-

April 23, 1941

that all entertainment for the ladies start at 1:00 P.M.

September 29, 1941
Monday

Tour of the Bureau. The rest of the day to be left open.

Ladies to attend reception from 8:30 P.M. to 10:30 P.M.

September 30, 1941
Tuesday

2:00 P.M. to 4:00 P.M. It is recommended that a lecture of a suitable type be given by some speaker, preferably Father Walsh; that if Father Walsh is available for this talk it be given in Training School #1 and that Father Walsh be introduced by the Director.

October 1, 1941
Wednesday

Luncheon as guests of the FBI, to be held at the Wardman Park Hotel from 12:00 Noon to 2:00 P.M.

Estimated Cost: Luncheon for 200 people

| | | |
|-------------------|-------|----------|
| \$1.50 per person | ----- | \$300.00 |
| Gratuities | ----- | 30.00 |
| Music | ----- | 30.00 |
| Total | ----- | \$360.00 |

Sightseeing after the luncheon from the Wardman Park Hotel.

October 2, 1941
Thursday

2:00 P.M. to 4:00 P.M. It is recommended that appropriate contacts be made with the Interior Department and National Geographic Society to obtain colored travelog movies, to be shown in the Interior Department Auditorium.

7:00 P.M. Attendance at the banquet.

October 3, 1941
Friday

2:00 P.M. to 4:00 P.M. An organized tour of the National Art Gallery.

9:00 P.M. FBI WPA dance.

Mr. Tolson _____ Theater tickets will be available for every night in the week for the
Mr. E. A. Tamm _____ Associates and their families.

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

Estimated Cost of theater tickets ----- \$250.00

Estimated Cost of sightseeing for the ladies -- 350.00

GRAND TOTAL COST OF ENTERTAINMENT ----- \$3,789.50

Memo for the
Director

April 23, 1941

It is noted that the total cost of the NPA Retraining Session last year including the cost of entertainment was \$6,002.58. Of this amount \$4,604.93 was contributed by the Agents in the Field. The difference in the cost and the amount contributed was made up by the selling of banquet tickets. The estimated cost of the entertainment this year is approximately \$300 above the actual cost of the entertainment last year.

If you approve, appropriate reservations will be made at the Mayflower and Wardman Park Hotels.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

WAG:lrd

April 23, 1941

MEMORANDUM FOR THE DIRECTOR

A The Executive Conference consisting of Messrs. Tolson, Drayton, Hince, Quinn Tamm, Nichols, Rosen, Carson, Ladd, Foxworth, Tracy, and Glavin considered a suggestion made by Miss Signe J. Luther, Stenographer of the Milwaukee Office, wherein she suggests that the Bureau have prepared mimeograph paper to be used as form number one in the various field divisions.

The Conference is of the opinion that there is sufficient need for such mimeograph reports at the present time that it would be well to stock such paper in the Bureau. There are appended hereto a communication to this young lady advising her of this fact and instructions to the Chief Clerk's Office that such paper be stocked in the Bureau at the present time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5/clm/s

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-255439-70

WRG:lrd

April 23, 1941

13309

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Drayton, Hince, Quinn Tamm, Nichols, Rosen, Carson, Ladd, Foxworth, Tracy, and Glavin was advised that the San Juan Office is not maintaining twenty-four hour service there in view of the fact that there is no business transacted there after the regular office hours.

The Conference sees no reason at the present time for changing the hours of the San Juan Office.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

7/18/90 13309
7/18/90 13309
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April 22, 1941

13311

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Drayton, Q. Tamm, Rosen, Carson, Nichols, Ladd, Tracy, Foxworth, and Hince being present, considered suggestions made by Messrs. Tracy and Hince and Mr. H. E. Miller of the Card Index Section of the Identification Division concerning methods of expediting the handling of criminal fingerprint cases and priority applicant cases in the Identification Division.

The Conference also considered and unanimously approved an alternative suggestion made by Mr. Tolson that all current incoming criminal fingerprint cases be marked or tagged as recorded on the day of receipt in the Bureau so as to insure special treatment which would permit replies to be mailed within thirty-six hours.

The Conference unanimously approved excepting from the special treatment fingerprint cards received from institutions, which fingerprint cards represent persons received in institutions and in which cases thirty-six hour treatment is not essential and the approximately four-day period of handling as it presently exists will be satisfactory.

If approved, a memorandum for Mr. Ladd is attached.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

NOT RECORDED

66-2534-

323,013
7/18/90 SPSC110MS

ORIGINAL FILED IN 66-1631-

66-2554

April 21, 1941

13312

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Glavin, Clegg, Egan, Egan, Tracy and Quinn Tamm, being present, considered a letter received from the Shell Oil Company, Incorporated, in which this oil company points out that certain of their refineries are on the Executive Plant Survey list. Because of a recent ruling of the Attorney General, it is possible for the Shell Oil Company to receive supplies of fingerprint cards directly from the Bureau and to submit their fingerprint cards directly to the Bureau.

The company points out that they are also fingerprinting all of their employees, especially their personnel engaged in work in the production fields, pipe lines and other employees whose direct work is the supplying of the refineries with crude oil. The Shell Oil Company asks whether it will be possible for them to fingerprint these employees and to forward their fingerprints directly to the Bureau. They point out that their production field and pipe line employees are absolutely necessary for the functioning of their refineries.

The Conference advises that this, of course, in contrast to the present Bureau policy, however, it raises a question which the Conference feels should be referred to the Attorney General for ruling. If you agree, there is attached hereto a memorandum to the Attorney General.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Glavin, Secretary

NOT RECORDED

66-2554-

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5CJL/OMS

ORIGINAL FILED IN 66-2554

KAT:MS

April 21, 1961

13313

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau bulletin entitled "accounting course". Messrs. Tolson, Drayton, Nichols, G. Tamm, Rosen, Clegg, Ladd and Tracy were in favor of the submission of this bulletin to the field.

Mr. Glavin and Mr. E. A. Tamm were opposed to the submission of this bulletin to the field upon the ground primarily that its provisions will not be enforced by the Bureau. They feel that because of the shortage of proper administrative personnel the Bureau will not adhere to the provision that men will not be considered for permanent assignment to executive positions unless they have completed the required number of accounting lessons. It is their feeling that the Bureau should not issue any regulation or requirement which it does not conscientiously intend to enforce and carry out. It is felt for this reason that a bulletin of this kind should not be issued. It may be further pointed out that the volume of work, the emphasis which the Bureau is attempting to place upon the performance of the National Defense work, the development of information, the completion of the American Legion program, and the variety of other matters presently pending, make it a practical proposition difficult to establish and maintain any deadline for the completion of the accounting course.

Those in attendance were Messrs. Tolson, Glavin, Drayton, Nichols, G. Tamm, Rosen, Clegg, Ladd, Tracy and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5/LL/MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-3304-

EX-103

April 21, 1941

MEMORANDUM FOR THE DIRECTOR

13314

A. 908

At a meeting of the Executive Conference on April 19, 1941, which was attended by Howard Tolson, E. A. Tamm, Foxworth, Nichols, Ewing, Tracy, Quinn Tamm, Hince and Ladd, the request of the Laboratory for a hardness tester to be used in determining the relative hardness of various metals was considered. Such a hardness tester would be similar to the Wilson Hardness Tester Model 2-B, #130, and will cost approximately \$475.00.

It was pointed out to the Conference that the only method presently available in the Laboratory for determining the hardness of metals is to make a scratch mark on the questioned and known specimens and to thus say that one scratch was easier to make than the other; that this was not a very scientific method of approach.

The Conference was unanimously in favor of the purchase of this piece of equipment.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

1 Encl. filed with orig.
A. 908

| | |
|----------------|-------|
| Mr. Tolson | _____ |
| Mr. E. A. Tamm | _____ |
| Mr. Clegg | _____ |
| Mr. Foxworth | _____ |
| Mr. Glavin | _____ |
| Mr. Ladd | _____ |
| Mr. Nichols | _____ |
| Mr. Rosen | _____ |
| Mr. Carson | _____ |
| Mr. Quinn Tamm | _____ |
| Mr. Hendon | _____ |
| Tracy | _____ |
| Ladd | _____ |

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/Lms

ORIGINAL FILED IN 80-11-14

DL:am

April 19, 1941

F-13315

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on April 17, 1941 which was attended by Messrs. Tolson, E. A. Tamm, Clegg, Drayton, Quinn Tamm, Carson, Rosen, Tracy, and Ladd, it was called to the attention of the Conference that it was necessary to borrow a Bausch and Lomb telescope for the use of the Washington Field Office in connection with a technical surveillance and that equipment of this nature would probably be needed in the future in connection with National Defense work. It was pointed out that this telescope costs approximately \$75.

The Conference unanimously recommended that 12 such telescopes similar to the Bausch and Lomb, 36x magnification with a 65 mm. objective be ordered in order that they might be available for such surveillance work in National Defense cases.

In the event you approve, an effort will be made to obtain this equipment.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C1/DM5

ORIGINAL FILED IN 66-4303-17

April 15, 1961

LDH:DF

13316

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, DeLoach, Mohr, Bishop, Casper, Callahan, Conrad, Felt, Gale, Rosen, Sullivan, Tavel, Trotter, Tele. Room, Holmes, Gandy, Ladd, Drayton, Foxworth, and Nichols considered the distribution of the new booklet "Bombs and Explosives."

It was unanimously recommended that an adequate supply of copies of the booklet should be furnished to the Special Agents in Charge to be given to the law enforcement officers attending the next quarterly conference. After the next series of conferences, it is recommended that copies of the booklet be furnished to all graduates of the National Police Academy and that a notice appear in due time in the FBI Law Enforcement Bulletin to the effect that the Bureau has prepared such a booklet, which is available to the Chiefs or Superintendents of Police Departments. It was further recommended that copies of the booklet be furnished to Messrs. McGuire and Holloman in the Department, General Wetzel, Colonel Starling, and Tom Charlton, the President's bodyguard.

If approved, appropriate steps will be taken to place the foregoing into effect.

Respectfully,
For the Conference

Director's Notation:

"I still don't know why we are scattering this broadcast. It should be used as basis for discussion at regional conferences. H."

cc - Mr. Glavin

Clyde Tolson
Chairman

W. B. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Nease _____
Mr. Tracy _____
Miss Gandy _____

17

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5elloms

WRG:lrd

April 11, 1941

13317

MEMORANDUM FOR THE DIRECTOR

The attention of the Conference consisting of Messrs. Tolson, Foxworth, Ladd, Rosen, Clegg, Nichols, Hince, Carson, Quinn Tamm, Tracy, and Glavin was invited to a memorandum received from Mr. Matthew F. McGuire concerning law enforcement agencies securing priority for firearms and ammunition orders.

For the information of the Director requests have been received from local law enforcement agencies by the Bureau inquiring as to the possibility of securing priority delivery of firearms and ammunition to such police districts. This matter was taken up with Mr. McGuire of the Attorney General's Office to ascertain what could be done in this regard. Mr. McGuire now advises that the Office of Production Management stated that this probably could be handled in one of two ways:

1. By direct request for priority from the head of the law enforcement agency concerned to the Director of the Office of Production Management, Priorities Division, Washington, D. C.

2. By request from the Director of the Federal Bureau of Investigation to the Director of the Office of Production Management.

The Conference recommends that the first procedure be followed and that an article pertaining to this procedure be included in the next law enforcement bulletin.

Respectfully submitted,
FOR THE CONFERENCE

~~NOT RECORDED~~

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5CJ/oms

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554

ORIGINAL FILED IN 94-3-6-8-X1

Ed:am

April 19, 1941

13718

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference which was held on April 17, 1941 and which was attended by Messrs. Tolson, E. A. Tamm, Clegg, Drayton, Quinn Tamm, Carson, Rosen, Tracy, and Ladd, it was pointed out to the Conference that the Bureau presently has a total of 135 Dial Recorders; that 93 are in use at the present time; that requests have been coming from the Field for additional Recorders. It was pointed out that it was rather difficult to obtain delivery of equipment and an expression of opinion was requested from the Investigative Division as to possible necessity for additional equipment of this kind.

It is the unanimous opinion of the Conference that an order should be placed for 100 additional Dial Recorders in view of the need for them in connection with the National Defense work. It is pointed out that these Recorders cost approximately \$125 each.

In the event you approve, an order for this equipment will be placed.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C10m3

ORIGINAL IN

CHQ:LL

April 18, 1941

13319

MEMORANDUM FOR THE DIRECTOR

The attached letter to all Special Agents in Charge, containing information relative to the cooperation offered the FBI by the Treasury Department and the Customs Service, was approved by the Executive Conference, Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Drayton, Tracy, and Carson in attendance.

It is, therefore, recommended that this letter be prepared in the Mechanical Section and distributed to all Special Agents in Charge.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 363613
DATE 7/18/90 BY SP5C/llms

FEDERAL BUREAU OF INVESTIGATION
MAY 8 1941
U. S. JUSTICE
TOLSON
TAMM
GLAVIN

ORIGINAL FILED IN

62-22592-36

WAG:ATW

April 18, 1941

13330

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Q. Tamm, Rosen, Nichols, Carson, Drayton, Glegg, Ladd, Tracy and Glavin considered a suggestion made by Mr. Glegg that the Bureau might wish to construct additional range facilities at Quantico at this time. Mr. Glegg pointed out that there is sufficient space available at this time which would permit the construction of four practical pistol courses for a total expenditure of approximately \$5,000.

Glavin reported to the Conference that he had discussed this matter with Judge Holtzoff of the Department and the Judge after examining this Bureau's enabling phraseology is of the very definite opinion that our appropriation could not be used for this construction work inasmuch as a certain amount of money was definitely appropriated to construct these facilities at Quantico. Glavin suggested to the Conference that further action in this matter be held in abeyance until submission of our next estimate, at which time we can include in our phraseology wording to the effect that the fund may be used for replacements, renewals and extensions to our Quantico project.

The Conference recommended that this procedure be followed.

Respectfully submitted
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/18/90 BY SP5CJ/MS

ORIGINAL FILED IN 66-2554-814

WRC:ATW

April 18, 1941

13321

MEMORANDUM FOR THE DIRECTOR

2m

The Conference consisting of Messrs. E. A. Tamm, Q. Tamm, Rosen, Nichols, Carson, Drayton, Clegg, Ladd, Tracy and Glavin was advised that information had been received from SAC Brantley of the Kansas City Office that Fort Leonard Wood, Missouri is so located that a portion of the Fort is in the St. Louis territory and a portion is in the Kansas City territory. It was further pointed out to the Conference that the closest town to Camp Leonard Wood which could be used for a Resident Agency covering this Camp is Rolla, Missouri in the St. Louis territory. Mr. Brantley pointed out that if the Bureau is desirous of having the Kansas City Division handle the work at Camp Leonard Wood, he would recommend that an additional Resident Agent be stationed at Jefferson City, Missouri which is nearer the Camp than Springfield, Missouri. Mr. Brantley was of the opinion that the Bureau might wish to have all of the work at this Camp handled by the St. Louis Office inasmuch as Rolla, Missouri which could be utilized as a Resident Agency is much closer to the Camp than is either Springfield or Jefferson City.

o 64 Conference

This matter was discussed with SAC Morris at the time he was in for retraining and the Conference was advised that Mr. Morris had stated that all prosecution of offenses within the Fort would be within the Kansas City territory and he recommended that all work at Fort Leonard Wood be handled by the Kansas City Office.

The Conference is in unanimous agreement that this be done.

There is appended a communication addressed to Mr. Brantley concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C110MS

EAT:IS

April 18, 1941

13322

MEMORANDUM FOR THE DIRECTOR

2h The Executive Conference has considered the traditional regulation requiring the addressing of all memoranda to the Director and submits the following recommendations for the preparation of memoranda:

(1) No memoranda for the file will be written.

(2) Supervisors will address memoranda to their Division Chief or to the Assistant Director in charge of the Division to which they are assigned.

(3) Division Chiefs will address memoranda to the Assistant Director in charge of the Division to which they are assigned.

(4) Assistant Directors may address over their own signature memoranda to supervisors within their own Division. Assistant Directors will not, however, address memoranda over their own signatures to supervisors assigned to other Divisions.

(5) Assistant Directors may address memoranda to other Assistant Directors over their own signatures.

(6) Assistant Directors will address memoranda to the Director in matters of interest to the Director. Such memoranda will, of course, clear through the appropriate Assistant to the Director.

(7) Assistants to the Director will address memoranda to Assistant Directors over their own signatures.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/13/90 BY SP5C11/DMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-3665-66

-2-

13523

Chiefs to see that material of interest to the Director is forwarded through appropriate channels to the Director's office.

All memoranda involving matters of policy will be prepared for the signature of the Director and addressed to the appropriate officials.

Those in attendance were Messrs. Tolson, Glavin, Drayton, Nichols, E. A. Tamm, Rosen, Clegg, Ladd, Tracy and E. J. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. A. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CHC:LL

April 18, 1941

13724

MEMORANDUM FOR THE DIRECTOR

Re: AMERICAN LEGION CONTACTS IN
NATIONAL DEFENSE MATTERS

The attached letter to all Special Agents in Charge was approved by the Executive Conference, Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Drayton, Tracy, and Carson in attendance.

It is, therefore, recommended that this letter be prepared in the Mechanical Section and distributed to all Special Agents in Charge.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachment

NOT RECORDED
66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/18/96 BY SP5C110NS

ORIGINAL FILED IN 66-9330

NEG:ATW

April 13, 1941

100-255

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, Q. Tamm, Rosen, Nichols, Carson, Drayton, Clegg, Ladd, Tracy and Glavin considered the question which has arisen concerning the payment of traffic violations when such fines are forfeited as the result of Agents following out instructions in the performance of surveillances.

The Conference was of the unanimous opinion that in the event traffic tickets were paid as the result of traffic violations which were the outgrowth of active surveillances that these fines be reclaimed through the medium of confidential items.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

H. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

APR 15 1941
7/18/90
SP5C10MS

ORIGINAL FILED IN 66-4151-

EDGAR HOOVER
DIRECTOR

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

CHC:LL

April 18, 1941

| | |
|----------------|-------|
| Mr. Tolson | ✓ |
| Mr. E. A. Tamm | |
| Mr. Clegg | |
| Mr. Foxworth | |
| Mr. Glavin | |
| Mr. Ladd | |
| Mr. Nichols | |
| Mr. Rosen | |
| Mr. Carson | |
| Mr. Quinn Tamm | |
| Mr. Hendon | |
| Mr. Tracy | |
| Miss Gandy | |

MEMORANDUM FOR THE DIRECTOR

The attached letter to all Special Agents in Charge with regard to "Internal Security - Custodial Detention List" was approved by the Executive Conference, Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Drayton, Tracy, and Carson in attendance.

It is, therefore, recommended that this letter be prepared in the Mechanical Section and sent out to all Special Agents in Charge.

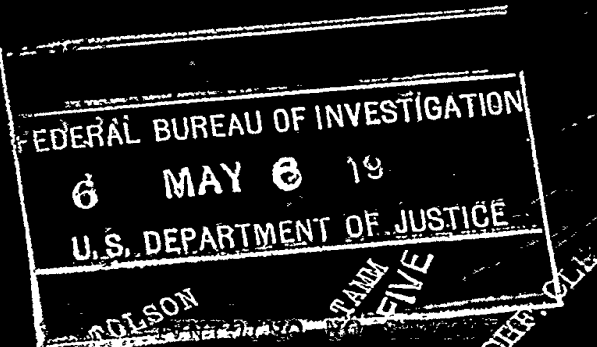
This letter is, in effect, a codification of all instructions, together with additional suggestions recently developed from experience in connection with the development and maintenance of custodial detention lists.

Respectfully,
For the Conference

✓
Clyde Tolson
Chairman

W. R. Glavin
Secretary

9h.
4
Attachment



HEC:VAD

April 17, 1941

MEMORANDUM FOR THE DIRECTOR

13327

2m

The Executive Conference, Messrs. Tolson, Glavin, Drayton, E. A. Tamm, Nichols, Ladd, Quinn Tamm, Tracy, Rosen and Glegg being present, considered favorably the recommendation of Special Agent in Charge Espy, that Special Agents L. L. Meunier, John F. Hay, and Walt M. Sirene, be considered as qualified firearms instructors, as they have satisfactorily completed the regular course of training during the period from March 17 to March 30, 1941.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc: Mr. Glavin

[Handwritten signature]

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/96 BY SP5C10M3

NOT RECORDED

66-255

FEDERAL BUREAU OF INVESTIGATION
Washington, D. C.

April 12, 1941

* 13338

HHC:VCR

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MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Drayton and Clegg being present, considered the suggestion of Special Agent H. L. Scott that a school be prepared by the Bureau for all Chief Agents of railroads. He pointed out that these Chief Special Agents usually held commissions with either police departments or sheriff's offices and, further, he pointed out that during the World War I, the railroads were taken over by the Government. He thought this might be a valuable preparatory step.

In view of the existing burdens on the Bureau's staff, it was not believed advisable to take over this additional function and an unfavorable recommendation was made by the Conference concerning the suggestion. Mr. Scott is being informed accordingly.

Mr. Scott also suggested that instead of setting forth undeveloped leads in reports to check detainees at various penitentiaries, a form letter might be used to be directed by a field office directly to the warden of the particular institution, thus eliminating the necessity for an auxiliary office interesting itself in the matter which involved only this particular type of inquiry. The Conference unanimously approved this suggestion and, if approved, Mr. Scott is being informed accordingly. Also, a Bulletin is being prepared to this effect.

Respectfully,
For the Conference,

* Special

Clyde Tolson,
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/13/90 BY SP5/MS/05

NOT RECORDED

W. R. Glavin,
Secretary

cc Mr. Glavin

66-2554

JOHN EDGAR HOOVER
Director

C
O
P
Y
dfs

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

April 12, 1941

15329

HHC:VCR

MEMORANDUM FOR THE DIRECTOR

A
B
The Executive Conference, Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Drayton and Clegg being present, considered the problem presented wherein members of the FBI National Police Academy, while at Quantico, will pick up empty cartridge cases from mid-range pistol ammunition and take this ammunition home to be used in reloading. It was understood that it has been a practice for a number of years to give all the empty cartridge cases of rifle, machine gun and all other firearms ammunition to the Marines, in order that this metal can be remelted and recast. However, pistol ammunition empty cases are, on occasions, picked up by police officers attending the Academy and carried back with them to their homes and then used for reloading.

Since one of the policemen recently gave some publicity to the fact that he had brought back a valuable quantity of these empty shell cases, it was the unanimous recommendation to the Conference that no police officer be permitted to pick up any of the empty shell cases of any type of ammunition to take home with them and that announcements to this effect should be made to members of each NPA class. This will avoid any possible criticism arising in the future and there is attached hereto a memorandum to the Training Division and firearms instructors for this purpose.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

"OK. H."

NOT RECORDED

66-2554-

W. R. Glavin,
Secretary.

cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C110ms

ORIGINAL FILED IN

JOHN EDGAR HOOVER
Director

C
O
P
Y
dfs

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D.C.

April 12, 1941

HHC:VCR

F 13730

MEMORANDUM FOR THE DIRECTOR

(1) The Executive Conference, Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Drayton and Clegg being present, recommended a change in the usual letter acknowledging an FBI NPA application form. The new form as approved will be as the attached.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary.

cc Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C/Loms

ORIGINAL FILED IN

ARM:LE

April 11, 1941

7-13331

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Quinn Tamm, Ladd, Rosen, Foxworth, Drayton, Glavin, Carson, Tracy, Clegg and Hince being present, approved the attached letter with reference to quarterly conferences with local police.

If approved, the attached letter will be sent to all Special Agents in Charge.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary.

cc - Mr. Glavin.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 2/18/98 BY SP5CJL/oms

NOT RECORDED

66-2554-

ORIGINAL FILED IN 66-9340-25

MAC/BW

PS

LAH:VAD

April 19, 1941

13332

MEMORANDUM FOR THE DIRECTOR

6

2M
The Executive Conference considered the request made by Special Agent in Charge Hicks from Quantico, that twenty-two second lieutenants of the Marine Corps be given some instruction from Monday through Friday next week. The request was made by Captain Van Orden, who indicated that the twenty-two second lieutenants have completed six weeks of training as range officers and have next week free. Mr. Hicks indicated that Captain Van Orden has been extremely cooperative, that he has made ranges available at various times, has also made available to us a magazine for the storage of our ammunition, has seeded the Bureau's range and property around the buildings, furnishing labor without cost. Mr. Hicks also pointed out that during the making of the March of Time film, the Marine Corps permitted pictures to be taken of the airport and furnished a plane, pilot and the necessary equipment. Mr. Hicks also indicated that the Marines were furnishing us with airplane parts for our crime scenes, and that all in all, it would be desirable for the Bureau to cooperate in this instance.

The Executive Conference, including Messrs. E. A. Tamm, Quinn Tamm, Nichols, Tracy, Ladd, Drayton and Foxworth, were of the opinion that a suitable program could be arranged without any training involved to include a tour of the Bureau at Washington, a firearms demonstration, a showing of the motion picture, "The Technique and Mechanics of Arrest", an inspection of the Bureau's facilities at Quantico, and such a program would provide approximately 20 hours of instruction spread over the five days of next week.

Messrs. Tolson and Hince were of the opinion that the cooperation extended in this regard should be limited to a one day visit to the Bureau at Washington.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc: Mr. Glavin

NOT RECORDED

66-2554

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ORIGINAL FILED IN 1-45-
323,013
APR 21 1941
SP5C110mS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

April 19, 1941

LDW:DV

13333

MEMORANDUM FOR THE DIRECTOR

For the past several years, the Bureau has been collecting statistics and preparing tabulations on the number of missing persons, unidentified dead, and Chinese victims. To secure this data will require the work of one agent from one-half to one full day in each of the 52 Field Divisions. In view of the emergency, Mr. Nichols raised the suggestion as to the undecidability of securing the information this year, although at the same time he pointed out the urgency of this information in the past.

Messrs. Tolson, Glavin, Drayton, Quinn Tamm, Carson, Clegg, Ladd, Rosen, Tracy and Nichols were in favor of not collecting the information this year, while Mr. E. A. Tamm was in favor of securing the information.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

cc - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Nease _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

100-1142
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/96 BY SP5C/10MS

HHC:VAD

April 17, 1941

MEMORANDUM FOR THE DIRECTOR - 13334

A
N
The Executive Conference, Messrs. Tolson, Glavin, Brayton, E. A. Tamm, Nichols, Ladd, Quinn Tamm, Tracy, Rosen and Clegg being present, considered the inquiry of Special Agent in Charge Peterson, of the Boston Office, as to whether the Bureau would participate in a Watchmen's Training School to be given by the Boston Chamber of Commerce and the Massachusetts Department of Education. They would like a representative of the FBI to give a one hour lecture on the subject, "Sabotage Prevention".

No tuition is being charged for this instruction which will be given free to the watchmen working in industrial plants. Mr. Glavin believed that this training should be given, since we would be depending upon these watchmen for cooperation in plants as informants.

All other members of the Conference recommended unfavorably in view of the expressed policy of the Department that such training should not be given to guards.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc: Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5/clm/s

HEC:VCR

April 12, 1941

7-13335

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Drayton and Clegg being present, considered the recommendation of Mr. Hendon that only the Training Division prepare communications recommending graduates of the FBI National Police Academy for positions, in order that this work might be properly coordinated in the future.

If this is approved, there is attached hereto a memorandum accordingly.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

H. E. Glavin,
Secretary.

cc Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

RECEIVED
APR 15 1941
FBI - NEW YORK
7/18/90 CSPCH/MS

ORIGINAL FILED IN 7-13335

JOHN EDGAR HOOVER

Director

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

C
O
P
Y
dfs

April 12, 1941

13386

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference had previously instructed the Training and Inspection Division to inquire of SAC's as to the need for training squads of policemen who were engaged in investigating national defense and other matters for field offices. as a basic policy for the guidance of the Training Division, it was recommended that no concerted effort be made to establish schools of this sort but that approval be granted for field offices to conduct classes, based upon a program approved by the Bureau for squads of officers of this type, when to do so would improve the efficiency of the police working in any particular city for the FBI. Also, the policy was recommended for approval, whereby Resident Agents or Agents on a road trip might be privileged to have informal conferences with one or more police officers engaged in this sort of work, with the view to giving them the benefit of their advice and experience, in order to improve the quality of the investigations and reports.

No communication to the field will be necessary but this will be, if approved, the policy for the guidance of the Training and Inspection Division in answering inquiries.

Those present at this meeting of the Executive Conference were Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Drayton and Clegg.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary.

NOT RECORDED

cc Mr. Glavin.

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/13/90 BY SP5C/LMS

ORIGINAL FILED IN 66-9340-1

WEG:jh

April 11, 1941

13337

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Ladd, Foxworth, Quinn Tamm, Carson, Drayton, Tracy and Glavin, was advised that certain SACs had suggested that the Bureau discontinue the use of the .351 and 30.06 rifles due to the fact that the number of rifles in the field is not such at this time to expeditiously conduct training.

The Conference is of the opinion that the use of such rifles should continue until they have become unserviceable, at which time they should be returned to the Bureau.

For the Director's information these two weapons are being replaced with the Remington Rifles and an order has been placed with the Remington Arms Company for such weapons.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/lon5

ORIGINAL FILED IN
66-3760

EX-103

April 10, 1941

MEMORANDUM FOR THE DIRECTOR

10778

2m

At a meeting of the Executive Conference on April 8, 1941, which Conference was attended by Messrs. Tolson, E. A. Tamm, Foxworth, Clegg, Glavin, Drayton, Quinn Tamm, Carson, Nichols, Rosen, Hince, Tracy and Ladd, their attention was called to a letter from SAC McCormack at San Juan, Puerto Rico, to the effect that he had been informed by ONI that in the event of war all radio messages from San Juan would be subject to censorship and that it would not be possible for the Bureau to send any messages to the Government unless they were censored by the Navy.

The Conference recommended that a CW transmitter similar to the one presently in use at Chesapeake Bay be secured and installed in the San Juan Office and that the San Juan Office be instructed to secure the services of a competent key operator. Such transmitting equipment would cost approximately \$500.

The Conference was advised by Mr. Ladd that for some time tests have been run between the Bureau station at Chesapeake Bay and the San Juan Office and that field office has been able to receive the test messages sent over the transmitter at Chesapeake Bay.

It was also pointed out to the Conference that it is becoming extremely difficult to secure any early delivery on radio equipment and that as the emergency becomes more acute, the delay will be greater.

The Executive Conference was unanimously in favor of the purchase of this equipment. In the event you approve, specifications will be drawn and bids solicited.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554

RECORDED
INDEXED
7/13/90 SP5C110ms

ORIGINAL FILED IN 80-646-16

DET:MM

April 10, 1941

15339

MEMORANDUM FOR THE DIRECTOR

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At a meeting of the Executive Conference on April 10, 1941, which was attended by Messrs. Mr. A. Tamm, Clegg, Foxworth, Tracy, Drayton, Glavin, Carson, Quinn Tamm, Hince, and Ladd, the invitation extended by the Police Commissioner of New York City to Mr. Coffey as a representative of the Laboratory to attend the testing of the new McGuire-Pyke Bomb Carrying Truck, which will take place at New York City at 9:00 A.M. on Saturday, April 12, 1941, was brought up and the Conference was unanimously in favor of having Mr. Parson, Explosives expert in the Technical Laboratory, attend this demonstration in order that he might have first-hand information with reference to this matter.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C110MS

ORIGINAL FILED IN 100-361100-100

HHC:VCR

April 10, 1941

MEMORANDUM FOR THE DIRECTOR

13340

The Executive Conference, Messrs. Tolson, E. A. Tamm, Clegg, Foxworth, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson and Drayton, and Mr. Hince being present, considered the inquiry as to whether notification of the FBI RPA Retaining and Reunion exercises and, subsequently, invitations should be sent to graduation of the Police Academy who are now employed by the Office of Naval Intelligence and by the Military Intelligence and to those who were in the Army. Among those who are in such categories are the following:

| | | |
|-----------------------|---|------|
| Eugene D. Jones | - | Navy |
| Walford D. Egan | - | Army |
| John S. Arnold | - | Army |
| Chas. E. Blake | - | Army |
| Edney L. Wade | - | Army |
| George J. Koch | - | Navy |
| Ernest A. Littlefield | - | Army |
| Fred J. Haleney | - | Army |
| Alvin Koshira | - | Army |
| Donald W. Parks | - | Navy |
| Sylvester Smith | - | Army |
| Joseph E. Helms | - | Navy |

Those in favor of notifying these individuals and others in good standing who are in naval or military intelligence or in the Army of the dates of the graduating exercises, and inviting them to attend, were Messrs. Glavin, Drayton, Hince, Foxworth and Clegg. Those opposed were Messrs. E. A. Tamm, Quinn Tamm, Carson, Nichols, Tracy, Ladd, Rosen and Tolson.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. A. Glavin,
Secretary.

cc Mr. Glavin.

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5CJL/mf

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

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April 10, 1943

13341

MEMORANDUM FOR THE DIRECTOR

The National Defense Conference with Messrs. Tamm, Clegg, Drayton, Carson and Foxworth present considered the suggestion of Special Agent J. H. Boyce that the records which the Bureau presently keeps on physical surveillances be discontinued.

It was pointed out that on numerous occasions the Field Offices conduct physical surveillances on which no information is received at the Bureau until the completion of the surveillance. For this reason, the Conference wants to recommend the discontinuance of the maintenance of records on physical surveillances.

Respectfully,

P. E. Foxworth

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APR 10 1943
U. S. DEPT. OF JUSTICE
DIVISION OF INVESTIGATION
MAIL ROOM

ORIGINAL FILED IN 66-4457-117

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Foxworth _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Carson _____
- Mr. Quinn-Tamm _____
- Mr. Hendon _____
- Mr. Tracy _____
- Miss Gandy _____

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66-2554

7/18/90 SPSC/10MS

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April 10, 1941

13342

MEMORANDUM FOR THE DIRECTOR

The National Defense Conference with Messrs. Tamm, Clegg, Drayton, Carson and Foxworth present considered the attached Bulletin to the Field relating to the necessity of properly identifying photostatic copies of material furnished to the Bureau, and were unanimously in favor of its issuance.

Respectfully,

P. E. Foxworth

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

7/13/96 SP5cl10ms

ORIGINAL FILED IN 66-3467-3

by
PEF:WCH

April 10, 1941

MEMORANDUM FOR THE DIRECTOR

The National Defense Conference with Messrs. Tolson, Tamm, Clegg, Drayton, Carson and Foxworth present considered the attached personal and confidential letter to all Special Agents in Charge, instructing that arrangements be made to develop and establish confidential informants in the so-called shadow plants.

Those in attendance were unanimously in favor of its issuance.

Respectfully,

P. E. Foxworth

Attachment

Operative Conf.

| | |
|----------------|-------|
| Mr. Tolson | _____ |
| Mr. E. A. Tamm | _____ |
| Mr. Clegg | _____ |
| Mr. Foxworth | _____ |
| Mr. Glavin | _____ |
| Mr. Ladd | _____ |
| Mr. Nichols | _____ |
| Mr. Rosen | _____ |
| Mr. Carson | _____ |
| Mr. Quinn Tamm | _____ |
| Mr. Hendon | _____ |
| Mr. Tracy | _____ |
| Miss Gandy | _____ |

NOT RECORDED

66-255-1

RECORDED 323.613
7/18/90 BY SP5C110MS

ORIGINAL FILED IN 94-0-

MEG:VCR

April 10, 1941

13344

MEMORANDUM FOR THE DIRECTOR

(b) The Executive Conference, Messrs. Tolson, E. A. Tamm, Clegg, Foxworth, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson and Dwyer, and Mr. Hince being present, recommended that there be included in the next bulletin a statement that the present rule that the office of origin in Bureau applicant cases does not apply to National Police Academy applicants.

It is felt that the office covering the division in which the NPA applicant resides should be the office of origin, which would automatically require copies of reports from all auxiliary offices to be transmitted to the office of origin and, thus, a complete file on the applicant would be available in the district in which the applicant resides. This was unanimously approved and there is attached hereto a suggested bulletin.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

NOT RECORDED

66-2554-

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hancock _____
Mr. Tracy _____
Miss Gandy _____

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U. S. DEPT. OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C/LMS

ORIGINAL FILED IN 100-47-1

URG:lrđ

April 8, 1941

13345

MEMORANDUM FOR THE DIRECTOR

The National Defense Conference consisting of Messrs. Tolson, Clegg, Foxworth, Rosen, Carson, and Glavin considered the reallocation of space in the building brought about by the moving of the Washington Field Office to outside quarters. For the Director's information the following requests for space have been received:

National Defense Unit - 17 additional offices on the first floor
S.I.S. - 3 additional offices. Now have 5, want 8.
Training Division - 3 additional offices. Now have 8, want 11.
Investigative Division - 3 offices on the fifth floor.
Chief Clerk's Office - 1 office

Space Available

The Washington Field Office is comprised of 14 offices. This is all of the space which is available.

Suggested Distribution of Space Made Available Through The Move of the Field Office to Quarters Outside of the Building:

Suggest the space assigned to the Chief Clerk's Office on the first floor, offices 1704 through 1708, offices 1257 through 1261, offices 1258 through 1262, total of 9 offices, be assigned to the National Defense Division. It is not possible to assign the 17 offices requested by the National Defense Division to that division.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

APR 11 1941
U.S. DEPARTMENT OF JUSTICE
RECEIVED
APR 11 1941
323,613
7/118/90 17 SP5C/10m5

66-2729-1584
ORIGINAL FILED IN

Suggest that S.I.S., now occupying 3 singles and one double office on the fifth floor, be assigned to 4 singles and the SAC's office in the Washington Field Office space.

Suggest that the Plant Protection Division now occupying 2 doubles and 1 single room be assigned 5 offices in the Washington Field Office space.

Suggest that the remainder of the Washington Field Office space consisting of 4 rooms be assigned to the Chief Clerk's Office for applicant interviewing rooms, this activity being moved from the first floor to permit expansion of the National Defense Unit there.

Fifth Floor

Suggest that the big double rooms 5246 and 5248 consisting of 627 square feet of space be assigned to the Training Division.

Suggest that Mr. Murphy's unit of 2 rooms presently occupying 5226 and 5228 be transferred to the first floor to occupy space presently occupied by Division One Supervisors. The Division One Supervisors would then secure space on the fifth floor in rooms 5226, 5228, and 5230. The remaining space on the fifth floor which would be vacated by S.I.S. and Plant Protection consisting of 5 rooms include 2 double rooms to be assigned to the Chief Clerk's Office. This will take care of the personnel moved from the first floor to accommodate the National Defense Division and will make available 1 additional office for the Chief Clerk's Office.

The Conference unanimously recommended approval of this space rearrangement.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

47

PEF:JB
cc - Mr. Tamm

April 8, 1941

13347

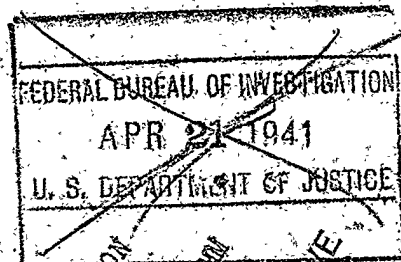
MEMORANDUM FOR THE DIRECTOR

The National Defense Conference, Messrs. Tolson, Clegg, Drayton, Carson, Rosen and Foxworth present, considered the attached bulletin to the field concerning Selective Service. The conference was unanimously in favor of its issuance.

Respectfully,

P. H. Foxworth

Enclosure



NOT RECORDED
66-2554

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/18/90 BY SP5C/lon

ORIGINAL FILED IN 66-6200-25-165

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DHL:CS

April 7, 1941

7 13348

MEMORANDUM FOR THE DIRECTOR

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At a meeting of the Executive Conference on March 29, 1941, the request of the Laboratory for a portable radio direction finder, costing approximately \$270, was brought up and a committee composed of Messrs. Coffey, Hince and Kramer was appointed to look into this matter and to submit a report to the Conference.

On April 3, 1941, at a meeting of the Executive Conference the committee's report was presented to the Conference and it was pointed out that the committee unanimously recommended the purchase of one such portable radio direction finder.

Messrs. Tolson, Foxworth, Glavin, Brayton, Tracy, Hince, Quinn Tamm, Rosen and Ladd were in favor of the purchase of this equipment. Mr. E. A. Tamm was opposed.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

DATE 7/18/90 BY SP5 CLK/OMS 66-2554

ORIGINAL FILED IN

WEG:jh

April 7, 1941

13349

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Foxworth, Rosen, Ladd, Carson, Hince, Drayton, Quinn Tamm, E. A. Tamm, Tracy and Glavin considered again the problem of granting per diem to Special Agents who return to Washington and live with relatives here during retraining.

This matter was again brought before the attention of the Conference due to an expense voucher being recently received from D. Ray Quinn, wherein he stated he had stayed with his father-in-law during his retraining period.

The Conference, with the exception of Mr. Rosen, was of the opinion that the Bureau's present policy of not allowing per diem in such cases should be followed. Mr. Rosen was of the opinion that when an Agent finds it necessary to pay his family or near relatives, he should be permitted to claim per diem charges.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/18/90 BY SP5C/10ms

ORIGINAL FILED IN 66-2554

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13350

PEF:WGR

April 5, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Rosen, Quinn Tamm, Foxworth, Carson, Ladd and Tracy approved the attached proposed Bureau Bulletin to the Field which is for their information and assistance in determining the articles and materials that are now subject to export control.

Respectfully,

Clyde Tolson
Chairman

W.R. Glavin
Secretary

Attachment

NOT RECORDED

66-2534

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C/LMS

76-2-0029-99. ORIGINAL FILED IN

13351

April 5, 1941

13351

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Foxworth, Ladd, Rosen, Drayton, Carson, Tracy and Quinn Tamm being present, considered a suggestion submitted by Mr. Quinn Tamm with reference to the alien index cards presently in the Identification Division.

In memorandum dated April 1, 1941 submitted by the Executive Conference and approved by you, the preparation of index cards by the Identification Division for the special alien index file was discontinued.

The Conference was advised that at the present time the Identification Division has approximately two hundred fifty thousand prepared index cards out of a potential five million.

Mr. Quinn Tamm suggested that these index cards be destroyed, it being pointed out that this would not be contrary to law and is not a destruction of original Government material. The index card is a duplicate. The original will still be maintained in the Identification Division. The cards definitely will not serve any purpose.

The Conference unanimously recommends that they be destroyed.

ADDENDUM: 4/25/41 (mac) The alien index fingerprint cards were destroyed on April 23, 1941.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Glyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2534-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C110MS

ORIGINAL FILED IN 62-2432

Y
dfs

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D.C.

April 5, 1941

PEF:WGE

13352

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Rosen, Quinn Tamm, Foxworth, Carson, Ladd and Tracy considered the suggestion of the Juneau Office that the Aleutian Chain, the Priviloff Islands and the Saint Lawrence Islands be assigned to the Navy for jurisdiction in national defense matters.

Since it is practically impossible for the Bureau with its equipment to cover these islands, it recently having taken two months for an Agent to make a contact survey tour of them, it was recommended that we take this matter up at one of the large Intelligence Conferences and try to get the Navy to assume jurisdiction in national defense matters.

Respectfully,

Director's notation:
"Suggest letter
go to Kirk on this.H"

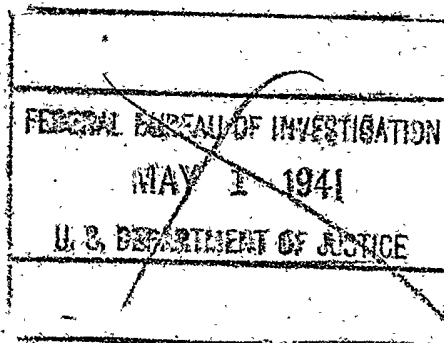
Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5CJH/MS

NOT RECORDED

66-2554



April 4, 1951

13358

MEMORANDUM FOR THE DIRECTOR

A. ^G The Executive Conference, Messrs. Tolson, E. A. Tamm, Quinn Tamm, Ladd, Rosen, Foxworth, Drayton, Glavin, Carson, Tracy and Hince being present, considered the designating of a counselor for the Federal Bureau of Investigation National Police Academy, in lieu of Special Agent Courtney Hayden who was originally designated but who is not available.

Mr. Tolson suggested the name of Special Agent Frederick H. Greene, to whom there was no objection.

If approved, it is recommended the Chief Clerk's Office issue telegraphic instructions so that Special Agent Greene may report immediately to the Training Division.

Respectfully,
For the Conference

Clyde Tolson
Chairman

U. H. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____ cc - Mr. Glavin
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,008
DATE 7/18/90 BY SP5C110ms

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ORIGINAL FILED IN 66-2554-326

LAH:ES

April 3, 1941

13354

MEMORANDUM FOR THE DIRECTOR

(b) The Executive Conference, Messrs. Tolson, E. A. Tamm, Quinn Tamm, Ladd, Rosen, Foxworth, Drayton, Glavin, Carson, Tracy and Hince being present, considered the attached suggestion made by Messrs. Tracy and Hince, which contemplates the discontinuance of the practice of "non-ident checking" of non-criminal fingerprint cards. It was indicated to the Conference that the following advantages would ensue:

Saving of approximately 24 technical men per day.

The suggestion did not contemplate any decrease in the checking of criminal fingerprint cards.

Messrs. Tracy and Hince pointed out that out of the approximately 17,000 fingerprint cards searched daily, about 3,700 are criminal, and that the remainder, approximately 13,000, now require the services of 24 men to check the classifications and to do additional searching after examination by the non-ident checkers.

On March 20, 25 and 26, 1941, a total of 16,526 applicant cards were searched and those (lost about 3 to 6 % of identifications) were checked by the non-ident checkers. From these, 459 were sent back for re-searching. Out of this number, 2 additional identifications were effected as the result of the non-ident checking.

Messrs. Tracy and Hince submitted the opinion that the value of making 2 additional identifications in 3 days did not justify the expenditure of 24 men's time.

The only other substantial value of non-ident checking of applicant fingerprints would be the value of increasing the accuracy of the classifications on fingerprints going to the file.

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/90 BY SP5C110ms

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66-1631-7006

ORIGINAL FILED

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Memo for Director

- 2 -

13355

In this connection, it is pointed out that the applicant fingerprints are filed in the personal identification files, principally. They are filed side by side with personal identification cards. There is no system of non-ident checking of personal identification cards in use. Personal identification cards are subject only to spot checks with respect to the correctness of the classifications.

Messrs. Tracy and Hince are of the opinion that there is no more reason for spending the time of personnel in a detailed non-ident checking of applicant cases to insure the correctness of classification, than there is in the case of personal identification fingerprints which are filed side by side in the same file. These applicants for Federal positions are, of course, filed in the Government file, and all cases which go into the Government file have been subject to non-ident checking.

Messrs. Quinn Tamm and Ladd pointed out to the Conference that the only deterrent and check which the Identification Division had on the fingerprint men at the present time was the non-ident checking; that this was the only manner in which it could be determined whether the men had placed the correct classification on the prints and also the only way that a check could be made on whether the prints had been completely searched in all references.

Messrs. Quinn Tamm and Ladd pointed out that the suggestion of the Inspectors would be workable, but that to adopt it would mean that the Bureau was willing to relax on efficiency and that a large number of errors which were presently caught and corrected through the system of non-ident checking would not be caught and the prints would be filed improperly; that eventually it would be necessary to go back and check this work for the purpose of correcting errors, if the non-ident checkers were eliminated.

It was also pointed out that at the last inspection of the Identification Division by Mr. Clegg in April, 1940, there was an allegation that the fingerprints were not being searched thoroughly in all reasonable references. At that time Mr. Clegg recommended "that there be an increase in the staff of non-ident checkers", which suggestion was approved.

Messrs. Tolson, Tracy and Hince were in favor of the suggestion of the Inspectors. Messrs. E.A. Tamm, Foxworth, Rosen, Drayton, Glavin, Carson, Quinn Tamm and Ladd were opposed to the suggestion voting to continue the non-ident checking.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. H. Glavin, Secretary

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

LAH:VOR

April 3, 1941

13356

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the query of Mr. Hicks as to whether the rubber mat to be placed in the inner vestibule of the building at Quantico should contain the letters "FBI", manufactured into the mat.

The Conference was unanimously opposed to such a suggestion.

Those present were Messrs. Tolson, E. A. Tamm, Quinn Tamm, Ladd, Rosen, Foxworth, Glavin, Drayton, Carson, Tracy and Hince.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

RECEIVED
APR 11 1941
323,613
SP5C110MS

NOT RECORDED

66-2554

36

ORIGINAL FILED 66-3760-50-737

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

LAH:VCR

April 3, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Quinn Tamm, Ladd, Rosen, Foxworth, Drayton, Glavin, Carson, Tracy and Hince being present, approved the attached list of police agencies for the session of the FBI National Police Academy to begin July 14, 1941.

There is included in the list the name of the East Chicago, Indiana, Police Department. Messrs. E. A. Tamm, Ladd, Drayton, Carson and Rosen were opposed to the inclusion of the East Chicago, Indiana, Police Department. Messrs. Tolson, Quinn Tamm, Foxworth, Glavin, Tracy and Hince were in favor of including the East Chicago, Indiana, Police Department. Opposition to the East Chicago Police Department was based on the fact that the Chief, Walter Conroy, desires to come personally and the Bureau some time ago had difficulty with Conroy in connection with an incident in which Conroy was alleged to have made disparaging remarks concerning the Bureau at a convention in San Francisco. Since that time, SAC Wynn advises that Conroy has completely reformed, he is cooperating in an excellent fashion with the Bureau; that a large number of good cases are coming out of the East Chicago, Indiana, Police Department, with the full cooperation of Chief Conroy; that if Conroy is not accepted for the Police Academy, it will jeopardize the cooperation now being afforded. Opposition to the admission of a representative of the East Chicago, Indiana, Police Department, was indicated by Mr. Ladd on the grounds that Sergeant Martin Zarkovich might be designated. Zarkovich is an individual with whom the Bureau has had difficulty, particularly in connection with the Dillinger case.

The Conference also approved the attached list of alternate police agencies.

If approved, a letter to all Special Agents in Charge will be sent.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

| |
|---------------------------------|
| FEDERAL BUREAU OF INVESTIGATION |
| APR 12 1941 |
| U. S. DEPARTMENT OF JUSTICE |

TOLSON
GLAVIN
LADD

| | |
|----------------|-------|
| Mr. Tolson | |
| Mr. E. A. Tamm | |
| Mr. Clegg | |
| Mr. Foxworth | |
| Mr. Glavin | |
| Mr. Ladd | |
| Mr. Nichols | |
| Mr. Rosen | |
| Mr. Carson | |
| Mr. Quinn Tamm | |
| Mr. Hendon | |
| Mr. Tracy | |
| Miss Gandy | |

1-ENCLOSURE
memo 67
4-12-41
RCN
memo for Dir
4/11/41
cc Mr. Glavin

JOHN EDGAR HOOVER
Director

C
O
P
Y
dfs

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

LAH:VCR

April 1, 1941

13358

MEMORANDUM FOR THE DIRECTOR

A
N
The Executive Conference considered the attached recommendation of Messrs. Tracy and Hince for the immediate examination of applicant prints as received daily, in order that those which are illegible may be immediately returned to the contributor. The present practice permits these prints to remain in the Identification Division for two to three months before returned to the contributors. It was felt that it would be more efficient and create a better impression as to the Bureau's efficiency if illegible prints were returned immediately. This will cause no increase in the work which must be done eventually in any case. It will require an administrative shift of technical personnel from the handling of current work to the handling of these applicant cases which may not be searched for some time. It will decrease the current delinquency in applicant prints to some extent.

The Conference was unanimous in approving the suggestion. Those present were Messrs. Tolson, Foxworth, Carson, Ladd, Glavin, Tracy and Hince.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

"O.K. H."

cc Mr. Glavin

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/13/90 BY SP5CJ/DM5

March 31, 1941

F 13359

EAT:TEB

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Foxworth, Clegg, Glavin, Rosen, Tracy, Drayton, Hince, Quinn Tamm, Ladd, Carson and E. A. Tamm considered and approved for submission to the field the attached Bureau bulletin concerning the interpretation of the Espionage Statute.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

323,613
7/18/90 BY SP5/10ms

ORIGINAL FILED IN 66-6200-65-141

DEL:GS

March 31, 1941

MEMORANDUM FOR THE DIRECTOR

F-13360

At a meeting of the Executive Conference on March 29, 1941, attended by Messrs. Tolson, E.A. Tamm, Clegg, Brayton, Carson, Rosen, Quinn Tamm and Ladd, the question of furnishing information to NPA graduates McGuire and Smith, who are presently Military Intelligence instructors, was considered.

The Conference was unanimously of the opinion that the Technical Laboratory was too busy to devote the necessary time to the request of these gentlemen.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Fenworth _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Carson _____
- Mr. Quinn Tamm _____
- Mr. Hendon _____
- Mr. Tracy _____
- Miss Gandy _____

NOT RECORDED

66-2554

SEARCHED INDEXED 323,613
7/18/90 SP5C-110MS

CONFIDENTIAL

March 31, 1941

13361

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Glavin, Rosen, Egan, Carson, Rines, Tracy and Quinn Tamm being present, considered a proposition submitted by the officials of the Identification Division that the space presently occupied by the machine searching unit of the fingerprint films be interchanged with the space presently occupied by the female fingerprint cards of the criminal files.

It is pointed out that the space presently occupied by the machine searching unit is larger than the space presently occupied by the female fingerprints of the criminal files, consequently it will be possible to gain needed cabinet space by effecting this switch.

The Conference unanimously recommends that this change be approved.

ADDENDUM: 3/9/41 (ncs)
The above approved change will be placed in effect upon the receipt of the necessary fingerprint cabinets. It is noted that these cabinets have been on order for approximately one month.

Respectfully,
For the Conference

Elyse Tolson, Chairman

E. J. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJ/pms

66-2554

ORIGINAL FILED IN

66-1631-1394

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March 31, 1941

EAT:TEB

13362

MEMORANDUM FOR THE DIRECTOR

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y/p
The Executive Conference consisting of Messrs. Tolson, MacFarland, Clegg, Glavin, Rosen, Tracy, Drayton, Hince, Quinn Tamm, Ladd, Carson and E. A. Tamm considered and approved for submission to the field the attached Bureau bulletin concerning Espionage.

Respectfully,
For the Conference

Clyde Tolson, Chairman

V. B. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/96 BY SP5CJL/DMS

ORIGINAL FILED
66-9120-45

Office

March 31, 1941

F- 13363

MEMORANDUM FOR THE DIRECTOR

(b) (c)
The Executive Conference, Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Glavin, Rosen, Egan, Carson, Clegg, Tracy and Quinn Tamm being present, considered a problem arising with regard to the transmittal of copies of original records maintained in the Bureau's Identification Division to the Committee and Exchange Commission. It is noted that a letter has been received from a Dallas Business Bureau located in Indianapolis, Indiana in which this Business Bureau requests additional information concerning a particular criminal record, stating that the record had previously been furnished to their organization by the Committee and Exchange Commission.

The Conference recommends that the attached letter addressed to the Committee and Exchange Commission be transmitted to it pointing out that records maintained in the Bureau's Identification Division files are considered confidential and it is not the policy of the Bureau to distribute them to unscrupulous concerns. If you approve, such a letter is attached hereto.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

NOT RECORDED

66-2554

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ORIGINAL FILED IN

62-26709-336

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DML:CS

March 31, 1941

F. 13364

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on March 22, 1941, attended by Messrs. Tolson, E. A. Tamm, Foxworth, Glavin, Tracy, Hince, Rosen, Drayton, Carson and Ladd, the attached proposed pamphlet on bombs and explosives was considered.

The Conference was unanimously in favor of the publication of this pamphlet as a restricted publication. It was suggested that each copy be numbered and furnished to Law Enforcement Agencies in the same manner as is the Bureau's present Plant Protection Manual. It is suggested that this not be published in the Law Enforcement Bulletin in view of the fact that it might get into too many hands.

In the event you approve, this material will be published in pamphlet form and made available to Law Enforcement Agencies.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5c/ams

NOT RECORDED

66-2554

ORIGINAL FILED IN 180-620-222-10

March 31, 1941

13365

RAF:TED

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference consisting of Messrs. Tolson, Clegg, Foxworth, Ladd, Rosen, Tracy, Drayton, Carson, Glavin, Quinn Tamm, Hince, and E. A. Tamm considered and approved for submission to the field the attached Bureau bulletin regarding applicant investigations.

Respectfully,
For the Conference

Glyce Tolson, Chairman

V. B. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn-Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,613
DATE 7/18/96 BY SP5C10MS

ORIGINAL FILED IN 66-2160-314

John Edgar Hoover
Director

C
O
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Y
dfs

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

March 31, 1941

13366

MEMORANDUM FOR THE DIRECTOR

Re: IDENTIFICATION DIVISION
Special Alien Card Index File

With reference to alien registration the Identification Division has installed a 3x5 card index file in the Card Index Section wherein the cards are filed in strictly alphabetical sequence without other breakups.

On May 28, 1940, Mr. Ladd presented to the Executive Conference the question of filing alien registration fingerprint cards and the maintenance of card index records. It was recommended that the regular index cards be prepared on each alien fingerprint record and be placed in the criminal files in alphabetical order. These index cards would follow the regular practice of filing index cards in the Card Index Section in that a white card would be made for males, a blue card for females, and a buff card for all aliases. Such index cards have been prepared and are being filed in the criminal file. There was recommended further to the Conference by Mr. Ladd that a second index card marked as an alien card be maintained in a separate alien card index section in alphabetical order, this card to contain among other things the nationality of the individual represented thereby. This recommendation was made in order "that it would be possible, should the occasion arise, to have immediately available a list of all alien registrations."

The Conference memorandum of May 28, 1940 was approved and a special yellow-colored 3x5 index card has been prepared for filing in a separate alien card index file. A substantial portion of those already prepared have been filed. The balance are in the Card Index Section awaiting filing at the present time. There are over four million such cards yet to be prepared.

In view of the fact that a regular card for each alien is filed alphabetically in the criminal index card file, it is recommended by the undersigned that the special alien card index file be discontinued immediately.

Inquiry at the Immigration and Naturalization Service, Record Division, discloses that between July 1 and August 1 of 1941 a special indexing system will be complete. This system is based on the Soundex and Flexaline systems. Mr. Stanforth of the Immigration and Naturalization Service, the man in charge of the index files, advised that punch cards are presently being made for each alien fingerprint registration form submitted. The punch card is prepared

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C1/dms

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ORIGINAL FILED IN 66-1631-7181

on an International business machine and this work will be finished shortly. These punch cards are filed alphabetically and by running these punch cards through a special machine, they will prepare the Flexaline system which consists of a strip one-fourth inch wide and eight inches long containing certain marks which will make immediately available through the Soundex system a quick alphabetical name search, or a search by registration number, or a search by address, or a search by date of birth or age. (Mr. Stanforth stated they have not yet decided as to whether the age or the date of birth will be used.)

In addition to permitting a rapid search in the above four ways, Mr. Stanforth advised that they were also considering having the place of birth or the country of birth recorded. In addition to this Mr. Stanforth advised they are maintaining statistics by nationalities and by other breakups. He is not familiar with the full statistical program at this time.

It is the responsibility of the Immigration Service to maintain index files and to furnish information with reference to alien registration. It is apparent that they are proceeding along this line and that their project will be complete between July 1 and August 1. Therefore, it is the opinion of the undersigned that the maintenance of a separate alphabetical 3x5 card index file by the Bureau is a duplication and that the Bureau could be criticized for this type of work.

It is pointed out that Mr. Harbo's office maintains certain statistics bases on identified alien fingerprint cards, ~~and that his office also maintains a nationality count on the non-identified alien fingerprint cards.~~ His office has no need at the present time to refer to the special alien card index file.

This matter was discussed with Mr. Ladd who stated that he was in favor of retaining this file and that he was going to suggest in the near future a breakup by nationalities.

Typing, checking and filing of five million alien fingerprint index cards will cost the Bureau approximately \$112,500, this being the cost for the extra alien file and not including the cost of preparing the index cards to be placed in the criminal file. This cost would probably be higher.

In addition the filing equipment needed and the miscellaneous clerical services such as sorting and supervision would add to the overhead cost.

One experienced employee can type approximately 400 index cards daily. It would therefore require 12,500 days for one employee to type five million fingerprint cards or fifty employees for one year at an average salary of \$1500 per annum. The salary expense would be \$75,000.

One experienced employee can check approximately 250 cards per hour. It would take approximately twelve years for one employee or twelve employees for one year to complete this work at an average salary of \$1500 per annum which would cost \$18,000.

One experienced employee can file approximately 1500 index cards per day. For five million fingerprint cards this would require the services of thirteen employees for one year and at an average salary of \$1500 per annum would cost \$19,500.

The foregoing items total \$112,500 as the cost of installing such an index file, the installation of which is already in progress. These items of expense do not include the continuing expense of maintaining and supervising as well as the cost of equipment, etcetera, as noted above.

At the present time and at the present rate of handling alien fingerprint cards, the Identification Division is expending the equivalent of 3 and 3/4 employee's time each day in the typing, checking and filing of these extra alien index cards. The expenditure of 3 and 3/4 employees per day will continue until all the alien fingerprint cards have been filed. At the present rate of filing this will take approximately seventeen years based on a 248 working-day year. The expenditure of clerical time, therefore, must be looked at in the light of an expenditure of 3 and 3/4 clerks per day for seventeen years.

The undersigned recommend that the extra alien index card be desposed with, the present file discontinued and the immediate saving of the time of 3 and 3/4 clerks per day be secured.

Respectfully,

S. J. Tracy

L. A. Hince.

The Executive Conference, consisting of Messrs. Tolson, Foxworth, Glavin, Carson, Ladd, Hince and Tracy, voted unanimously to discontinue the alien card index file above referred to.

4/1/41

"O.K. H."

C. A. Tolson, Chairman

W. R. Glavin, Secy

st

FEDERAL BUREAU OF INVESTIGATION
Washington, D.C.

March 31, 1941

15789

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Foxworth, Rosen, Ladd, Clegg, Tracy, Drayton and Glavin considered the possibility of opening an office at Spokane, Washington, to cover the Eastern Judicial District of that State.

It was pointed out to the Conference that in the Eastern District of the state, which would be covered from Spokane, there would be a total of 338 cases pending, not including police cases. There would be 147 police cases and 7 police leads in that District in the police category, making a total of all cases in that Division of 492.

It was further pointed out to the Conference that consideration should also be given the fact that the United States Army is opening one of its largest air fields at Spokane and that the headquarters for the Northwestern District of the Army Air Corps is located at Spokane, with a personnel of approximately 600 to 700.

Spokane is the second largest city in Washington, having a population of 122,462. The city of Yakima with a population of 98,586 is located in what would be the Spokane District. There would be a total population in the Spokane District of 518,529 persons.

COURT FACILITIES The Federal Court is located at Spokane, Judge Schwellenbach having been recently appointed to that Court. The United States Attorney is located there and his one assistant. The Court also sits in Yakima and Walla Walla.

SPACE The Conference was advised that a federal building is presently being constructed in Spokane; that, however, space is not available there. At the present time the maximum amount of space which can be secured is 1000 square feet. However, the Department is still working on this matter.

The Conference is of the unanimous opinion that, should federal space be available in Spokane, further consideration should be given to the opening of an office there; that, if no federal space is available, no office should be opened there at the present time.

NOT RECORDED

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C110m-S

66-2554

66-5830-975
ORIGINAL FILED IN

May 12, 1941

13222

MEMO

MEMORANDUM FOR MR. FOXWORTH
DASLET
CARSON
PENNINGTON

Am
At your daily conference with Division
Chiefs and in all contacts with Supervisors specific
instructions must be issued concerning the responsi-
bilities upon the individual Supervisors for follow-
ing up orders and instructions which they issue.
There appears to be a tendency to believe that the
issuance of instructions constitutes a complete dis-
charge of a Supervisor's function. This is unfortunate
in many ways and it is absolutely essential that each
supervisor maintain an appropriate system whereby he
will follow up each office to which instructions are
given. Please bring this matter to the attention of
all of the Supervisors presently assigned to your
Division and arrange a spot check to determine if
these instructions are being carried out.

Very truly yours,

Edward A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Original cannot be located
and is not on record. When
original is received in Files
Division it will be filed either
with this copy or may be given
a new serial.
6/14/41
GFT

RECORDED

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FEDERAL BUREAU OF INVESTIGATION
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SJT:RP

March 3, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommended and the Director approved the bulletin to the field instructing the field to discontinue sending to the Bureau carbon copies of correspondence prepared in the field between field offices or between field offices and others. This bulletin was sent out.

On February 26, 1941, a letter to all Special Agents in Charge was transmitted to the field with reference to Selective Service - Conscientious Objector Matters. On Page Two of this letter, the following sentence appears: "A copy of such letter of acknowledgment should be forwarded to the Bureau in order that the Bureau may be aware of the volume of conscientious objector investigations being requested throughout the Field."

It was brought to the attention of the Executive Conference by Mr. Tracy that this instruction to the field is in conflict with prior instructions recently issued; further, that the necessary information could be secured from the Monthly Administrative Report. Therefore, it was suggested that the field be advised to that effect, and a letter is attached hereto for approval.

The Conference unanimously approved this suggestion. Those in attendance were Messrs. Clegg, Ladd, Quinn Tamm, Drayton, Nichols, Rosen, Glavin and Tracy.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/96 BY SP5CJHMS

FBI File Number 66-HQ-2554, Section 19

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April 7, 1943

THE DIRECTOR

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The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Glavin, Hendon, Carson, Acers, Piper and Quinn Tamm being present, considered a request submitted by SAC Kromer to the effect that copies of the latent fingerprints in the Kaitney Case be furnished to the Portland Field Division for transmittal to the Fingerprint Bureau of the Portland Police Department so that comparisons of these latent fingerprints could be made with fingerprints of persons arrested by this Police Department. At the same time it was suggested the Bureau might consider the desirability of placing these latent fingerprints with all Identification Bureaus in the Northwest Area.

Conference was unanimously opposed to the suggestion, it being pointed out that the Bureau has always had a definite policy that these latent fingerprints are not to be placed in Police Departments. It is believed that this policy should be continued.

If you approve, there is attached hereto a letter to the Agent in Charge of the Portland Office so advising him.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson Enclosure
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Olydo Tolson, Chairman

H. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/29/90 BY sps/cj/ace

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ORIGINAL FILED IN 66-3554-

April 7, 1943

LAH:HEA:JOM

THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent John F. Hay that Bureau Agents be given training in methods of countering commando tactics. Mr. Hay's thought was that after the war members of the armed forces who become criminals may use commando tactics in dealing with law enforcement officers.

The Conference was informed that Special Agent in Charge of Firearms training Mr. H. L. Sloan had indicated that 19 hours of instructions are presently given on the Techniques and Mechanics of Arrest; that this type of instruction has been given by FBI instructors to Marine Corps instructors; and that the techniques used in commando work are not by counter measures which are presently used in our training.

Those present were Messrs. Tolson, Coffey, Hendon, Acers, E. A. Tamm, C. Egan, Carson, Tracy, Glavin, Nichols, and Egan.

RECOMMENDATION:

In view of the above, the Executive Conference recommended unfavorably with respect to the installation of a separate course of training in defensive techniques against commando tactics. If approved, a letter to Mr. Hay has been prepared.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/29/90 BY [signature]

#323013

LBN:RC

April 7, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Mumford, Coffey, Hince, Hendon, Acers, Carson, E. A. Tamm, Quinn Tamm, Tracy, Glavin and Nichols considered the results of a 90-day experiment carried on by the San Francisco Office in subscribing to the California State Teletype System. According to a communication from SAC Pieper, during the 90-day period 636 messages were sent on the California State Teletype System at a cost of \$99.75. Had these messages been handled on the telephone, the cost would have been \$625.00, or a savings effected of \$525.25. The San Francisco Office further pointed out that in recent quarterly conferences for local law enforcement agencies in Northern California, a number of favorable comments were received from sheriffs and Chiefs of Police to the effect that the Bureau being a part of the California State Teletype System made them feel they were in closer touch with the FBI than ever before.

Mr. Pieper stated that the System is used almost entirely on Selective Service matters, primarily with men in custody without draft registration or classification cards. Likewise, the bulletins that are sent to all subscribers occasionally reflect Federal violations over which the Bureau has jurisdiction. Mr. Pieper recommended that the installation of the California State Teletype System in the San Francisco Office be made permanent and that the Bureau consider authorizing the other two California offices to initiate negotiations for the installation of this System in their respective offices.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Hendon _____
 Mr. Mumford _____
 Mr. Pieper _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

Mr. Quinn Tamm and Mr. Tracy pointed out that a great deal of useless messages came through the office while the System was in use and they doubted that the service was of any great value to the Bureau.

With the exception of Mr. Nichols, the Conference recommended that this matter be assigned to the next Inspector to visit the San Francisco Office in order that the matter might be looked into fully. Mr. Nichols recommended that the San Francisco Office be permitted to maintain their membership in the California State Teletype System and that the Los Angeles and San Diego Offices be authorized to

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FILES ON OTHER

Memorandum for the Director

Page Two

make application to join on an experimental basis. If the Director approves, a memorandum is attached to Mr. Clegg.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

CC- Mr. Glavin

DML:mmm

April 8, 1943

THE DIRECTOR

At a meeting of the Executive Conference on April 7, 1943, which was attended by Messrs. Glavin, Tracy, Quinn Tamm, Coffey, Carson, Nichols, Hendon, Mumford, and Ladd, there was considered the request of Major Cunningham of OCD relative to furnishing instructors in plant protection schools to be held by them in the following schools: Amherst, Occidental, Purdue, Stanford, University of Washington, and Loyola at New Orleans.

Major Cunningham pointed out that OCD is contemplating holding classes at these schools twice a month to be attended by about 50 persons in each class and each school to last for a period of 5 days. The program will primarily concern civilian defense measures. However, OCD is desirous of including in the curriculum a lecture of one hour on espionage, and a lecture of one hour on sabotage. He requested, if possible, that Bureau Agents handle these lectures; that if the Bureau did not deem it desirable to handle the lectures, he would appreciate some recommendation relative to the Bureau's jurisdiction in espionage and sabotage matters in order that the plant officials attending these schools could be properly advised as to the Bureau's jurisdiction and the manner in which the Bureau desired it put across. Major Cunningham advised that the contemplated program would take one year.

The Conference was of the opinion, in view of the fact that Major Cunningham has been very cooperative and in view of the fact that this would be a splendid opportunity for the Bureau to present to plant officials throughout the country its jurisdiction, it would be desirable to have an Agent in the territories covering these universities deliver the desired one hour lectures on espionage and sabotage.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

In the event you approve of the unanimous recommendation of the Conference, an outline for a one hour lecture on espionage and a one hour lecture on sabotage will be prepared to be sent to the Field for their guidance in making these lectures.

Respectfully,
For the Conference

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W. R. Glavin
Secretary

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April 9, 1943

THE DIRECTOR

The Executive Conference on April 8, 1943, attended by Messrs. Tolson, Nichols, Ladd, Glavin, Tracy, Coffey, Quinn Tamm, Carson, Hendon and Mumford, considered the advisability of permitting employees in various sections of the Bureau to informally collect magazines, books and other reading material among themselves and deliver them to the USO Club across the street from the building at the corner of 9th and Pennsylvania Avenue.

It was unanimously agreed that no formal announcement should be made among the Bureau employees, but that since the desire of the USO for such material is known among the employees, efforts which are growing, particularly among the clerks, to collect such publications will be permitted to continue with a clerk from time to time taking the books, magazines and papers to the USO Club informally during a lunch period or after work.

If you concur with the opinion of the Executive Conference, the practice will be permitted to continue without any formal action being taken by the Bureau.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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April 12, 1943

MEMORANDUM FOR THE DIRECTOR

The ⁰Executive Conference consisting of Messrs. Tracy, Quinn Tamm, Coffey, Nichols, Hendon, Ladd, Mumford and Glavin considered a recommendation of Mr. Meyers, Physical Instructor, for the purchase of two vaulting boxes for the gymnasium at the Armory at a cost of \$220 each.

For the Director's information a sample picture of the vaulting box is attached hereto.

The Conference is of the opinion that such a piece of equipment is not at all necessary for the Armory gymnasium and recommends against its purchase.

Respectfully submitted,
FOR THE CONFERENCE

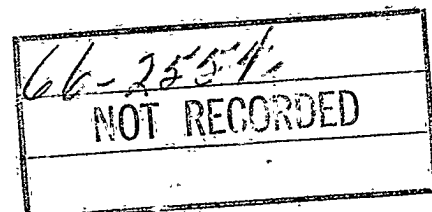
Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen Attachment
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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April 12, 1943

LAH:MMH

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Carson, Quinn Tamm, Mumford, Hendon, Glavin and Hince, considered a suggestion of Paul H. Christian, Jr. that the Bureau modify its regulation requiring that criminal records be set out as soon as possible in investigative reports. He suggests that lengthy criminal records are often set forth in closing reports and in many cases there does not appear to be any necessity for there being incorporated in the report.

The Conference felt that it was desirable to have the complete criminal record in the investigative reports so that it would be in the investigation file. Often the Bureau's identification file at Washington is not complete. Further, the Conference believed that it would be almost impossible to devise a regulation to distinguish between the cases in which the criminal record should be set forth and the cases in which it need not be set forth. The Conference believed there would be very few instances in which it would not be necessary to have the criminal record set forth.

RECOMMENDATION:

The Conference recommended that the present regulation be continued which requires that the complete criminal record of a subject be set forth as soon as available. If approved, Mr. Christian is being informed.

Respectfully,
For the Conference

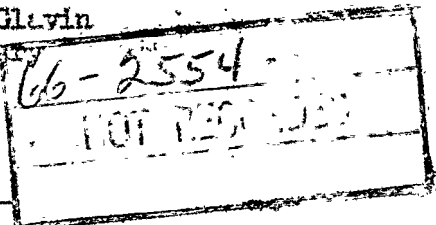
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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LAH:MMH

April 12, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Rosen, Mumford, Tracy, Piper, Hendon, Nichols, Coffey, Glavin and Hince, considered the suggestion of Special Agent Frank C. Holloman that the Bureau adopt a form to be placed in an investigative file in a field office as a digest of the status of the case and to indicate an up-to-date record of such information as the identity of the person who last reviewed the file, the date of the last report, and the location of outstanding leads. This form, placed as the top serial in the investigative file, will permit anyone reviewing the file to tell at a glance the status of the case, whether or not it has been reviewed recently and the location of the work to be done. This suggestion has been made and considered several times; on each occasion the Bureau has felt that this was a device to require a Special Agent to keep a form up-to-date at the top of the file so that the supervisors would not have to read the file. It was felt that on occasions this device would tend to minimize the necessity for reviewing the file which would have a bad effect on the supervision of cases in the field. On this basis, the suggestion is not considered desirable.

RECOMMENDATION:

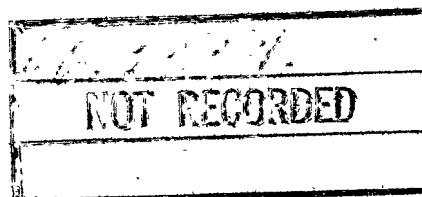
The Conference recommended that the suggestion from Mr. Holloman not be adopted. If approved, a letter to Mr. Holloman has been prepared.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

E. R. Glavin
Secretary



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April 13, 1943

THE DIRECTOR

mem
The Executive Conference, those present being Messrs. Tolson, Glavin, Q. Tamm, Tracy, Nichols, Carson, Acers, Coffey, Hendon, Ladd, Mumford and Hince, considered the suggestion of Special Agent Karl Freas that Bureau Agents be supplied with cleaning rods in order that they might clean their side arms after they fire their revolvers when away from head-quarters city.

RECOMMENDATION:

The Conference was of the opinion that it would be unnecessary to furnish cleaning rods to all Special Agents for this purpose in view of the fact that the side arms are cleaned after each monthly pistol practice under supervision in the Field Office. Further, most of the revolver practices which are done away from head-quarters city are done at police department ranges where cleaning rods are available. In the few instances where Special Agents take their 30 shots per month revolver training away from head-quarters city and police departments the effect on the barrel for the short period of time before the Special Agent is again at head-quarters city is not significant. If approved, Mr. Freas is being advised by letter.

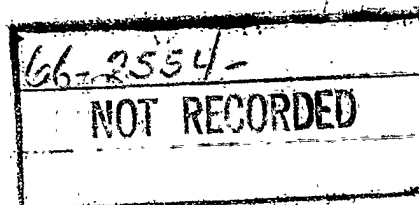
Respectfully,
For the Conference

Clyde Tolson,
Chairman

W.R. Glavin,
Secretary

CC- Mr. Glavin

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DATE 11/29/92 BY [signature]
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April 13, 1943

THE DISTRICT

The Executive Conference on April 12, 1943, attended by Messrs. Tolson, Glavin, Ladd, Tracy, Nichols, Coffey, Quinn Tamm, Aders, Carson, Hince, Hendon and Mumford, considered a request received by letter from the Superintendent of Property Protection of the Erie Railroad Company for alphabetical lists of delinquents under the Selective Training and Service Act in the areas through which that company operates, i.e., Buffalo, Chicago, Cleveland and New York. It was pointed out in the letter that the Cleveland Field Office of this Bureau had furnished such a list to the company's local police representatives; that the fingerprint cards, arrest reports and other data concerning all persons arrested on company property are centralized in the office of the Superintendent of Property Protection; and that if the current list for all areas covered by the company could be made available, the company would be pleased to notify the nearest field office in case any of the persons named were picked up.

Since the organization represented by the correspondent is one registered as a police agency and in connection with our general plan has been solicited to and does cooperate with regard to espionage, sabotage and internal security matters, the Conference was unanimously in favor of furnishing to it lists of delinquencies when and if such are available, but that undue amounts of personnel time should not be expended in making up such lists for the purpose of this one company. It will be recalled that some offices have found distribution of such lists to police agencies to be successful and therefore maintain such lists. However, in other areas because of local conditions such has not been the case.

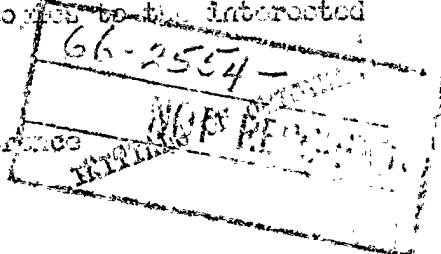
If you approve, there is attached for your signature a letter of recommendation to the reference communication with copies to the interested field offices.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

I. E. Glavin
Secretary



#323013

52 MAY 14 1943 Attachment

KMP:VT

April 14, 1943

THE DIRECTOR

0
The Executive Conference on April 10, 1943, comprising Messrs. Tolson, Glavin, Ladd, Quinn Tamm, Mumford, Coffey, Acers, Carson, Nichols, Hendon, Hince and Piper, considered the advisability of participation by the Bureau in intra-league soft ball competition between teams of various Bureau divisions, as well as inter-league competition among various soft ball leagues in the city with other governmental agencies.

Two divergent viewpoints were expressed. One group favored the elimination of inter-league soft ball competition with teams outside the Bureau for the reason that Service men present at these games in the Mall or the Elipse would observe our employees with FBI uniforms engaging in competitive sports while they remained on the side lines in military uniforms as observers. It was believed that this might lead to an embarrassing situation to the Bureau. It was believed that this situation possessed embarrassing potentialities for the Bureau.

The second group expressed the opinion there was no reason to hide the identity of the Bureau from competition in the public or for Service men to criticize the Bureau. It was believed that the position of the Bureau was entirely tenable as a result of our public participation in sports, since there is no issue involved by this participation as to whether these employees are contributing their efforts to the prosecution of the war. This group believed that if the Bureau were to hide, or if the Bureau were to eliminate participation in sports of this kind, it would be necessary, if the reasoning

Mr. Tolson were reduced further, that Bureau employees refrain from participation in all Mr. E. A. Tamm types of sports for the duration.

Mr. Clegg _____

Mr. Coffey _____

Two votes were taken by the Conference. The first concerned the Mr. Glavin issue as to Bureau participation as a team identified as the FBI Team in the Mr. Ladd inter-league competition with other governmental agencies in the city. Those Mr. Nichols favoring participation in the inter-league activities were Messrs. Tolson, Mr. Rosen Glavin, Ladd, Quinn Tamm, Mumford and Piper. Those opposed to competition in Mr. Tracy this league were Messrs. Coffey, Acers, Carson, Nichols, Hendon and Hince.

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

The second vote concerned the issue whether teams in the various divisions should participate in soft ball competition with teams in other Bureau divisions in the intra-league. Those favoring this participation were Messrs. Tolson, Glavin, Ladd, Quinn Tamm, Mumford, Coffey, Acers,

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Memo for the Director

- 2 -

Nichols, Hince and Piper. Mr. Carson was opposed to Bureau participation in intra-league soft ball.

The Conference was unanimously of the opinion the Bureau should continue to participate in such activities as bowling, swimming, dancing and other FBIRA activities.

Respectfully,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

WRG:pb

April 14, 1943

man
THE DIRECTOR

The Executive Conference, consisting of Messrs. Ladd, Quinn Tamm, E. A. Tamm, Coffey, Acers, Hince, Hendon, Carson, Piper and Glavin considered the air mail charges of the Bureau.

The Conference was advised that from August 1, 1942 to April 3, 1943, \$21,825.00 was spent for stamps by the Bureau; that on May 22, 1942, 10,000 stamped air mail envelopes, costing \$629.20 were secured increasing the total stamp charges by that amount.

The Conference feels that there should be some curtailment in handling by air mail at this time since the air facilities are badly overcrowded and many times the use of air mail does not in any way shorten the amount of time necessary for a letter to be delivered. At the present time the Bureau has a uniform rule that everything to our offices west of the Mississippi go forward by air mail.

The Conference recommends that in the future only when absolutely necessary should any communication be sent by air mail regardless if it be on the east or west coast or outside the continental limits of the United States. It is felt

Mr. Tolson ~~that~~ there should be a material savings in air mail postage

Mr. E. A. Tamm's procedure is followed.

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin appropriate instructions will be issued.

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____ ALL INFORMATION CONTAINED

Mr. Mumford _____ HEREIN IS UNCLASSIFIED

Mr. Piper _____ DATE 11/29/82 BY SP5CJ/bee

Mr. Quinn Tamm _____

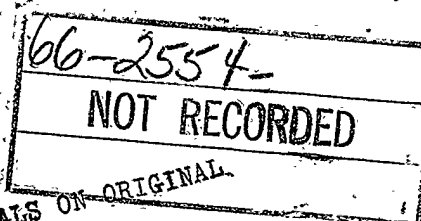
Mr. Nease _____

Miss Gandy _____

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary



52 MAY

1943

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URG:pb

April 15, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Ladd, Quinn Tamm, E. A. Tamm, Coffey, Acers, Hince, Hendon, Carson, Piper and Glavin considered a suggestion submitted by Special Agent King in the handling of the Special Agents' Insurance Fund, that a combined form be used by the Bureau in handling future assessments and acknowledgements.

For the information of the Director, there is attached hereto form labeled "A" which is the form sent to the Agent and returned by him when he makes his contribution. The form labeled "B" is the acknowledgement of the contribution made by the Agent. The form labeled "C" is the yellow of the acknowledgement which is placed in the Agent's file.

Mr. King recommends that in the future a combined form be printed, the first half of the form containing the same information that is presently on form "A", attached, but in smaller print. The place for the designation of the Agent's beneficiary would also be included on this top part which would be separated from the bottom part by a perforated line. The bottom half would contain a blank for the Agent's name, field

Mr. Tolson office of assignment, and state that when it is stamped with Mr. E. A. Tamm Mr. Clegg Mr. Coffey Mr. Glavin Mr. Ladd Mr. Nichols Mr. Rosen Mr. Tracy Mr. Carson Mr. Harbo Mr. Hendon Mr. McGuire Mr. Mumford Mr. Piper Mr. Quinn Tamm Mr. Nease Miss Gandy

over's signature, it will acknowledge receipt of the Agent's contribution to the Agents' Insurance Fund. It will be necessary for the Agent to fill in his name and field office of assignment on the bottom portion of the form when submitting this form enclosing his contribution. When this form is received in the Bureau, only a stamped acknowledgement will be necessary on the form and the form itself could be returned in the regular field office mail without a separate envelope. We would have no yellows to file and no typing would be necessary. There should be a considerable savings of time if this particular suggestion is adopted.

For the Director's further information proposed new form, a sample is attached hereto.

Respectfully submitted,
FOR THE CONFERENCE

INITIALS

Glyde Tolson
Chairman

W. R. Glavin
Secretary

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VRG:pb

April 15, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Quinn Tamm, Piper, E. A. Tamm, Coffey, Hince, Hendon, Acers, Carson, and Glavin considered an automobile accident involving Special Agent Traynor of the Buffalo office, with damages amounting to \$8.50.

For the Director's information, SAC Traynor stated he was driving into Dunkirk, New York and he made a left-hand turn. At that time he was proceeding about 5 to 10 miles per hour. He stated the streets were covered with snow and they were icy and slippery and as the turn was made the car skidded to such an extent that it was impossible for Traynor to make the turn, with the result that the car skidded head on into a telephone pole. The Bureau car was not equipped with chains. Traynor stated that even though the car had been so equipped, it is believed that the fact that the highway had been swept clean of snow by the wind and the road was entirely free of ice, that having chains on the car while driving over such roads would have ruined both the chains and tires. This is true. For the greater part of the time, the roads were free of ice and snow.

The Conference, with the exception of Messrs. Carson and E. A. Tamm, feels that Traynor was negligent in the operating of the car in question and that Traynor should have had the car under sufficient control knowing the condition of the streets and the traffic at that time to have eliminated the possibility of any accident whatsoever.

Should the Director approve, Traynor will be appropriately advised.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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April 15, 1943

RCH:DW

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Mumford, Carson, Nichols, Piper, Coffey, Quinn Tamm, Glavin and Hendon reconsidered the request of SAC Kramer of the Portland Office that copies of the latent fingerprints in the Latnap case be furnished to the Portland Field Division for transmittal to the Fingerprint Bureau of the Portland Police Department. A request had been made of SAC Kramer by a member of that department who was formerly connected with the Identification Division of the Bureau for these latent fingerprints against which incoming prints in the Portland Department would be checked. At the same time Mr. Kramer suggested the Bureau might consider it desirable to place these latent fingerprints with all Identification Bureaus in the Northwest area.

Messrs. Tolson and Glavin were in favor of furnishing the latent fingerprints to the Portland Department upon the basis that it might lead to the solution of the case and further that we might be subject to criticism by the Portland Police Department in failing to furnish the prints. They felt that no good excuse could be offered for refusing the request.

Mr. Coffey was in favor of furnishing the latent fingerprints to all police departments in the country or to none at

Mr. E.A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

The majority of the Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Piper, Nichols, Carson, Mumford, Ladd and Hendon were opposed to furnishing the latent fingerprints to the Portland Police Department or to any other police departments. The majority pointed out that it was pure conjecture as to whether these latent fingerprints were those of the kidnaper. They have been checked against the files of the police departments on the West Coast with negative results. However, they are the principal hope of the Bureau to bring this case to a successful conclusion and should they be distributed to police departments there is a likelihood that publicity would occur as to our possession of these prints.

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with disastrous results. If such publicity occurred, which might be likely even though a police department was not told specifically what case the prints were in, the perpetrator of the kidnapping might secretly take steps to avoid detection through evasion.

While the last factor is the principal one leading the majority to its decision it is also suggested that the Bureau might be subjected to criticism upon distributing the prints to any department for not having done so earlier in the course of the investigation.

If you approve the opinion of the majority of the Conference there is attached hereto a letter to the Agent in Charge of the Portland Office.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Glavin
Secretary

cc - Mr. Glavin

WRG:1rd

April 12, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tracy, Quinn Tamm, Coffey, Nichols, Hendon, Ladd, Mumford and Glavin considered Mr. Glavin's memorandum concerning the Bureau taking active part in the Department of Justice Credit Union.

The Conference was of the unanimous opinion that the Bureau should not take such part in the Department of Justice Credit Union, that we would find it most difficult to control the Union since so many Department officials have sizeable investments therein.

The Conference pointed out that with the opening of a branch bank of the City Bank immediately adjacent to the Armory for the purpose of cashing Government checks, the main reason for having a branch of the Department of Justice Credit Union in the National Guard Armory will be dispensed with.

The Conference does not feel that we should at any time permit the Department of Justice Credit Union to open a branch in the Armory.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

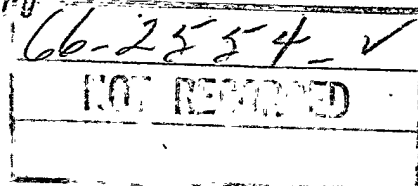
W. R. Glavin
Secretary

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DATE 11/29/90 BY sp5cib/bee

#323013



ORIGINAL WITHIN 66-34941-15

144:11

April 12, 1943

THE OFFICE

RE: MASTER ASSIGNMENT CARD BOX SYSTEM

The Executive Conference considered the recently approved regulation which requires all offices having three or more supervisors, including the Special Agent in Charge, to maintain a master assignment card box in the Chief Clerk's Office, in addition to the present devices.

It was pointed out that Mr. Curran objected to the system of maintaining a master assignment card box on the grounds that there is no clerical work involved. On the other hand, it was pointed out that the New York Office, the Chicago Office, and the Washington Field Office had found that they were unable to operate the Chief Clerk's Office effectively without the additional box. It appeared that the size of the office affected the problem.

RECOMMENDATION: 1. Messrs. Ladd, Hendon, and Mumford were of the opinion that the regulation requiring the master assignment card box should be abolished.

2. Messrs. Tolson, Glavin, Nichols, Carson, and Nease were in favor of retaining the master assignment card box system but modifying the present regulation so as to require only those offices having five or more supervisors to maintain the master assignment card box.

3. Messrs. Egan, Coffey, and Quinn Tamm were in favor of retaining the master assignment card box under the present regulation; that is, all offices having three or more supervisors.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

The Executive Conference unanimously approved the recommendation that the master assignment card box system be continued, it be divided into three sections: (1) Administrative Cases, (2) Police Cases, and (3) Clerical Cases. Inside each of these groups, the cards should be maintained in strict numerical sequence by classification and file number for convenience in posting reports.

If approved, appropriate changes will be made in the Manual of the Field Clerical Manual.

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Respectfully,
for the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary

RECORDED

111 JH 12

April 13, 1943

LAH:PH

THE DIRECTOR

The Director has previously approved the holding of specialized training schools for the Assistant Special Agents in Charge and field supervisors. Two schools of one week duration each have been held for Assistant Special Agents in Charge, the second school concluding next Sunday. Specific dates and curricula have not previously been submitted for the field supervisors' schools. They were considered today and approved unanimously by the Executive Conference. The following recommendations were made:

1. Three schools should be held for field supervisors. There are 120 field supervisors, exclusive of Special Agents in Charge and Assistant Special Agents in Charge. The schools will have approximately forty men each.
2. Field supervisors will be ordered into Washington for schools of seven days duration. They will be ordered in in the following three groups:
 - A. Field supervisors presently supervising National Defense cases.
 - B. Field supervisors presently supervising general investigative cases.
 - C. Field supervisors presently supervising Selective Service cases.

3. Following the conclusion of the particular field supervisor's school, if he is ordered in, the supervisor will then attend retraining school. If he has not attended in-service school during the present cycle, this will affect economy in travel.

4. Each field supervisor will be interviewed while in Washington by Mr. Lince or Mr. Acers of the Training Division and also by an Assistant Director for the purpose of determining his qualifications to act as field supervisor and his possibility of assuming more responsibility.

5. The curriculum for each school will consist of the field office administration subjects already given to the Assistant Special Agents in Charge and in addition, there will be an extended portion of specialized instruction during the school for Selective Service supervisors which will

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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Mem for the Director -2-

deal exclusively with Selective Service matters. For example: Selective Service matters are dealt with in schools for Assistant Special Agents in Charge, general investigative supervisors and National Defense supervisors in a limited instruction period. However, the school for Selective Service supervisors will devote two full days to Selective Service matters. Similar specialized instruction on National Defense cases will be given to the National Defense supervisors and special instruction in general investigative matters to the general investigative supervisors.

6. The program for the schools will be as follows:

Selective Service supervisors - May 3 to 7, 1943

National Defense supervisors - May 10 to 16, 1943

General Investigative Supervisors - May 17 to 23, 1943

7. Detailed curricula for each school are attached. In addition to the specialized subject each school will contain discussions of the following subjects:

- a. Duties of the Special Agent in Charge
- b. Discussion of delinquencies discovered during field office inspections
- c. How to inspect a field office
- d. Supervision of field office training
- e. The field clerical manual
- f. Priorities, Rationing and Blackouts, Purchase of Office, supplies and equipment, care of Bureau automobiles, leave, auto accidents and compensation forms, monthly administrative reports, contracts and vouchers, efficiency reports, applicant investigations, reporting personnel delinquencies or misconduct
- g. The closing of investigative cases
- h. Panel forms by each division
- i. How to review a file
- j. Delimitation and jurisdiction agreement
- k. Internal security
- l. Registration act
- m. Sabotage
- n. Espionage
- o. Confidential informant matters
- p. Handling of cases received from police
- q. Public speaking
- r. Review of laboratory facilities
- s. Tour of the Bureau

Those present were Messrs. E. A. Tamm, Ladd, Harford, Glavin, Tracy, Quinn Tamm, Carson, Nichols, Hendon and Rineo.

Respectfully,
For the Conference

CC: Mr. Glavin
Clyde Tolson
Chairman

W. R. Glavin
Secretary

Proposed Curriculum for National Defense Field Office Supervisors

Monday, April 19, 1943

| | | |
|---------------|--|----------------------------|
| 9:00 - 9:15 | Organization, Seating, Roll Call | Mr. Hince |
| 9:15 - 10:15 | Duties of the Special Agent in Charge | Mr. Hince or Mr. Acers |
| 10:15 - 12:00 | Discussion of Delinquencies Discovered During Field Office Inspections; Inspections of Field Offices | Mr. Hince or Mr. Acers |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 2:00 | Discussion of Delinquencies Discovered During Field Office Inspections; Inspections of Field Offices | Mr. Hince or Mr. Acers |
| 2:00 - 4:00 | Supervision of Field Office Training | Mr. Rogers |
| 4:00 - 5:00 | Public Speaking | Mr. McIntyre |
| 5:00 - 6:00 | How to Review A File | Mr. Acers |
| 6:00 - 7:30 | Dinner | |
| 7:30 - 9:00 | Tour of the Bureau | Mr. Nichols or Mr. McGuire |

Tuesday, April 20, 1943

| | | |
|--------------|--|------------------------|
| 9:00 - 12:00 | Chief Clerk's Manual | Mr. Acers |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 3:00 | Chief Clerk's Manual | Mr. Acers |
| 3:00 - 5:00 | Operation of Field Office Administrative Devices | Mr. Hince or Mr. Acers |
| 5:00 - 6:30 | Police Conferences | Mr. McIntyre |
| 6:30 - 8:00 | Dinner | |
| 8:00 - 9:00 | Panel Forum, Division I | Mr. Tracy & Staff |

Wednesday, April 21, 1943

| | | |
|--------------|---|--------------------|
| 9:00 - 12:00 | Priorities, Rationing and Blackouts, Purchases of Office, Supplies and Equipment, Care of Bureau Automobiles, Leave, Auto Accidents and Compensation Forms, Monthly Administrative Report, Contracts and Vouchers Efficiency Reports, Applicant Investigations, Reporting Personnel Delinquencies or Misconduct | Mr. Glavin & Staff |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 6:00 | Priorities, Rationing and Blackouts, Purchases of Office Supplies and Equipment, Care of Bureau Automobiles, Leave, Auto Accidents and Compensation Forms, Monthly Administrative Report, Contracts, and Vouchers Efficiency Reports, Applicant Investigations, Reporting Personnel Delinquencies or Misconduct | Mr. Glavin & Staff |
| 6:00 - 7:30 | Dinner | |
| 7:30 - 9:00 | Priorities, Rationing and Blackouts, Purchases of Office Supplies and Equipment, Care of Bureau Automobiles, Leave, Auto Accidents and Compensation Forms, Monthly Administrative Report, Contracts and Vouchers, Efficiency Reports, Applicant Investigations, Reporting Personnel Delinquencies or Misconduct | Mr. Glavin & Staff |

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Thursday, April 22, 1943

| | | |
|--------------|--|-------------------------------|
| 9:00 - 11:00 | Crime Records Section, Statistical Section, Communication Section and Files Section | Mr. Nichols or Mr. McGuire |
| 11:00 - 1:00 | Review of Laboratory Facilities | Mr. Coffey & Staff |
| 1:00 - 2:00 | Luncheon | |
| 2:00 - 3:00 | Panel Forum, Division 7 | Mr. Coffey & Staff |
| 3:00 - 4:00 | Panel Forum, Division 3 | Mr. Glavin & Staff |
| 4:00 - 5:00 | Panel Forum, Division 4 | Mr. Nichols & Staff |
| 5:00 - 6:00 | Panel Forum, Division 2 | Mr. Hince or Mr. Acers |
| 6:00 - 7:30 | Dinner | |
| 7:30 - 9:30 | Panel Forum, Division 6 | Mr. Rosen & Staff |

Friday, April 23, 1943

| | | |
|--------------|--|----------------|
| 9:00 - 12:00 | Delimitation and Jurisdiction Agreement Shadow Plants Loyalty Checks Weekly Intelligence Conferences Liaison | Mr. Burton |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 4:30 | Internal Security Evaluation Alien Enemy Control Denaturalization Custodial Detention | Mr. Strickland |
| 4:30 - 6:00 | Confidential Informant Matters | Mr. Callan |
| 6:00 - 7:30 | Dinner | |
| 7:30 - 9:00 | Selective Service Matters | Mr. Richardson |

Saturday, April 24, 1943

| | | |
|--------------|--|------------------|
| 9:00 - 12:00 | Espionage | Mr. Cunningham |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 5:00 | Registration Act Investigative Objective Contact with Subjects Prosecutive Authority Sedition Handling of Evidence Printed Material and Literature Communist Activities Assignment of Personnel Coverage of Literature Technical Surveillances Report Writing Threats Against the President General Correspondence Interviewing Complainants | Mr. F. L. Welch |
| 5:00 - 6:00 | Panel Forum, Division 5 | Mr. Ladd & Staff |
| 6:00 - 7:30 | Dinner | |
| 7:30 - 9:00 | Panel Forum, Division 5 | Mr. Ladd & Staff |

Sunday, April 25, 1943

| | | | |
|-------|---|------|----------|
| 10:00 | - | 1:00 | Sabotage |
| 1:00 | - | 2:00 | Dinner |
| 2:00 | - | 4:00 | Sabotage |

Mr. Timm

Mr. Timm

MONDAY GENERAL INVESTIGATIVE

Monday

| | | |
|---------------|---|------------------------|
| 9:00 - 9:15 | Organization, Contingency Roll Call | Mr. Hince |
| 9:15 - 10:15 | Duties of the Special Agent in Charge | Mr. Hince or Mr. Acers |
| 10:15 - 12:00 | Discussion of Delinquencies Discovered During Field Office Inspections; Inspections of Field Offices | Mr. Hince or Mr. Acers |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 3:00 | Discussion of Delinquencies Discovered During Field Office Inspections; Inspections of Field Offices | Mr. Hince or Mr. Acers |
| 3:00 - 4:00 | Supervision of Field Office Training | Mr. Rogers |
| 4:00 - 5:00 | Delimitation and Jurisdiction Agreement Shadow Plants Loyalty Checks Weekly Intelligence Conference Liaison | Mr. Burton |
| 5:00 - 6:00 | Internal Security Evaluation A Lien Enemy Control Denaturalization Custodial Detention | Mr. Strickland |
| 6:00 - 7:30 | Dinner | |
| 7:30 - 9:00 | Tour of the Bureau | Mr. Hince or Mr. Acers |

Tuesday

| | | |
|--------------|--|-----------------|
| 9:00 - 12:00 | The Chief Clerk's Manual | Mr. Acers |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 3:00 | The Chief Clerk's Manual | Mr. Acers |
| 3:00 - 5:00 | Espionage Evaluation of Complaints and Investigations Investigative Faults Coordination of Information Reporting Field Responsibility | Mr. Cunningham |
| 5:00 - 6:00 | Public Speaking | Mr. McIntyre |
| 6:00 - 7:30 | Dinner | |
| 7:30 - 9:30 | Registration Act Investigative Objective Contact with Subjects Prosecutive Authority Citation Handling of Evidence Printed Material and Literature Communist Activities Assignment of Personnel Coverage of Literature Technical Surveillances Report Writing Threats Against the President General Correspondence Interviewing Complainants | Mr. F. L. Welch |

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Wednesday

| | | |
|--------------|---|----------------------------|
| 9:00 - 12:00 | Sabotage Handling of Complaints Investigative Technique Employer-Employee Relationship | Mr. Tamm |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 3:00 | Sabotage Handling of Complaints Investigative Technique Employer-Employee Relationship | Mr. Tamm |
| 3:00 - 3:00 | Forum on Field Problems | Mr. Hince or Mr. Acers |
| 3:00 - 5:00 | The Operation of Field Office Administrative Devices | Mr. Hince or Mr. Acers |
| 5:00 - 5:30 | How to Review a File | Mr. Acers |
| 5:30 - 7:00 | Dinner | |
| 7:00 - 9:00 | Crime Records Section; Statistical Section; Communications Section; and Files Section | Mr. Nichols or Mr. McGuire |

Thursday

| | | |
|--------------|---|--------------------|
| 9:00 - 12:00 | Priorities, Rationing and Blackouts, Purchases of Office Supplies and Equipment, Care of Bureau Automobiles, Leave, Auto Accidents and Compensation Forms, Monthly Administrative Report, Contracts and Vouchers, Efficiency Reports, Applicant Investigations, Reporting Personnel Delinquencies or Misconduct | Mr. Glavin & Staff |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 5:00 | Priorities, Rationing and Blackouts, Purchases of Office Supplies and Equipment, Care of Bureau Automobiles, Leave, Auto Accidents and Compensation Forms, Monthly Administrative Report, Contracts and Vouchers, Efficiency Reports, Applicant Investigations, Reporting Personnel Delinquencies or Misconduct | Mr. Glavin & Staff |
| 5:00 - 7:30 | Dinner | |
| 7:30 - 9:00 | Priorities, Rationing and Blackouts, Purchases of Office Supplies and Equipment, Care of Bureau Automobiles, Leave, Auto Accidents and Compensation Forms, Monthly Administrative Report, Contracts and Vouchers, Efficiency Reports, Applicant Investigations, Reporting Personnel Delinquencies or Misconduct | Mr. Glavin & Staff |

Friday

| | | |
|---------------|---|------------------------|
| 9:00 - 11:00 | Review of Laboratory Facilities and Panel Forum | Mr. Coffey & Staff |
| 11:00 - 12:00 | The Closing of Cases | Mr. Hince |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 2:00 | Panel Forum, Division II Field Office Problems | Mr. Hince or Mr. Acers |
| 2:00 - 3:00 | Panel Forum, Division I | Mr. Tracy & Staff |
| 3:00 - 4:00 | Panel Forum, Division III | Mr. Glavin & Staff |
| 4:00 - 5:00 | Panel Forum, Division IV | Mr. Nichols & Staff |
| 5:00 - 6:00 | Panel Forum, Division V | Mr. Ladd & Staff |
| 6:00 - 7:30 | Dinner | |
| 7:30 - 9:00 | General Lecture in Investigative Division | Mr. Green & Staff |

Saturday

| | | |
|---------------|--|------------------------|
| 9:00 - 10:00 | White Slave Traffic Act; New Legislation Affecting Our Jurisdiction | Mr. Cartwright |
| 10:00 - 11:00 | Bankruptcy Investigation Problems | Mr. Bellino |
| 11:00 - 1:00 | Fugitive Investigations | Mr. Bernard & Mr. West |
| 1:00 - 2:00 | Luncheon | |
| 2:00 - 4:00 | National Stolen Property Act Theft From Interstate Shipment Investigations New Legislation Affecting Our Jurisdiction | Mr. Gaith |
| 4:00 - 6:00 | Theft of Government Property; Crimes on the High Seas and Government Reservations and Extortion Investigations (New Aspects Relating to Army and Navy Jurisdiction) | Mr. Hayes |
| 6:00 - 7:30 | Dinner | |
| 7:30 - 9:00 | Bank Robbery Investigations | Mr. Gearty |

Sunday

| | | |
|---------------|----------------------------------|--------------|
| 10:00 - 12:00 | Friends Against the Government | Mr. Grill |
| 12:00 - 1:00 | National Motor Vehicle Theft Act | Mr. Lawrence |
| 1:00 - 2:00 | Luncheon | |
| 2:00 - 4:00 | Miscellaneous Investigations | Mr. Clements |

100-1334

April 13, 1943

THE DIRECTOR

RE: DORMITORY IN TRAINING BUILDING;
WEEK-END LEAVE

The Executive Conference unanimously approved Mr. Hince's recommendation that trainees residing in the dormitory of the Training Building be permitted the same week-end leave that is accorded them when they reside at the FBI Academy at Quantico.

The rule enforced at Quantico and the rule recommended for the Training Building dormitory permits trainees to be absent for the period which begins at 5:00 P.M. Saturday afternoon and ends 1:00 P.M. Sunday afternoon. The adoption of this rule for the Training Building dormitory appears desirable particularly in view of the fact that some of the trainees are appointed from Washington and their families are living in the city. This will give them an opportunity to spend Saturday night and Sunday morning with their families.

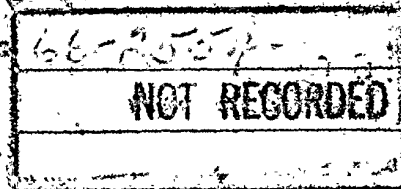
Those present were Messrs. Tolson, Glavin, E. Tamm, Tracy, Nichols, Carson, Sears, Coffey, Hendon, Ladd, Mumford and Hince.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen - Mr. Glavin
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



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LAH:JGM:MM

April 16, 1943

THE DIRECTOR

0
The Executive Conference considered the suggestion that the field be instructed that undeveloped leads should not be set forth in investigative reports for the purpose of requesting other offices to check the field office file indices. It was pointed out that very often voluminous investigative reports are prepared and copies sent to a large number of field offices when the only undeveloped lead for many field offices is a lead to check the field office index. This practice has also been followed in some instances to remove an investigative delinquency, inasmuch as the submission of the investigative report removes the technical delinquency.

RECOMMENDATION:

The Conference recommended that the field be instructed that undeveloped leads not be set out for the sole purpose of having a check made of the field office index in another field division. Under these circumstances the letter form should be used both for the request and for the reply.

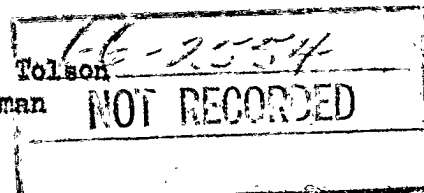
If approved, appropriate revisions will be made in the Manual of Rules and Regulations.

Mr. Tolson _____ Those present were Messrs. Tolson, Glavin, Q. Tamm, Tracy,
Mr. E. A. Tamm _____ Nichols, Carson, Acers, Coffey, Hendon, Ladd, Mumford, and Rince.
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

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Glyde Tolson
Chairman



W. R. Glavin
Secretary

cc-Mr. Glavin

OK

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LAH:HEH

April 16, 1943

THE DIRECTOR

1. The Executive Conference considered the suggestion of Assistant Special Agent in Charge E. J. Gebben that the Bureau discontinue the practice of furnishing by mail to auxiliary offices copies of teletype instructions in applicant cases. It was pointed out by Mr. Gebben that when an applicant is being investigated the Bureau may send teletypes to several offices issuing instructions for investigation. Subsequently, the Bureau sends to each office through the mail a copy of each teletype sent to other offices. Mr. Gebben indicated that this required a great deal of time in searching, indexing and filing copies in the Field.

Mr. Glavin pointed out that unless the copies are sent to auxiliary offices they will be unable to conduct investigations intelligently. For example, if the Newark, Philadelphia and Baltimore Offices were conducting an investigation and the Newark Office developed an investigative lead regarding the applicant at Philadelphia, the Newark Office would be forced to set out a lead for Philadelphia and this would cause duplicate investigation. Furnishing a copy of the teletype to both Newark and Philadelphia Offices permits both offices to be aware of the scope of investigation which has been outlined by the Bureau.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
RECOMMENDATION:

Mr. Coffey The Conference unanimously agreed that the practice should remain as at present and each auxiliary office should receive copies of teletypes sent to other offices in applicant cases to avoid duplicate investigation.

Mr. Nichols
Mr. Rosen
Mr. Tracy 2. Mr. Gebben also suggested that the Bureau indicate in each Bulletin the exact manner in which the Bulletin should be indexed. He pointed out there was little uniformity in the indexing of Bulletins in the Field. It was suggested and approved by the Conference in order to facilitate indexing in the Field the title for each sub-section should be so quoted as to indicate the proper indexing. If approved, a communication has been prepared to Mr. Gebben.
Mr. Piper
Mr. Quinn Tamm
Mr. Nease

Miss Gandy
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Those present were Messrs. Tolson, Glavin, Q. Tamm, Tracy, Nichols, Carson, Acers, Coffey, Hendon, Ladd, Mumford and Hince.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

CC - Mr. Glavin

April 10, 1943

LAM:JCM

SENIOR DIRECTOR

The Conference considered the suggestion of Special Agent in Charge McKee with reference to the procedure in charging out files in a field office. Mr. McKee pointed out that when an agent submits a charge-out slip for a file and the file is already charged out to another employee, there appears immediately an obvious need for some kind of system to permit the Chief Clerk's Office to route the file to the employee who has requested it, as soon as the file has been returned by the employee to whom it is presently charged out.

The practice in vogue in Newark and in other divisions provides for the following action. When a charge-out slip is received requesting a file which is already charged out to another employee, a small "route slip" is clipped to the incoming charge-out slip and placed in the file jacket to indicate that upon the return of the file it should be routed to the agent making the most recent request. Another slip is filled out and routed to the agent requesting the file advising him of the fact that the file is charged out, but will be routed to him upon its return. Upon the return of the file to the Files Section, the charge-out slip signed by the person who has the file is destroyed, and the charge-out slip of the agent who now desires it is reattached. The file with the "route slip" attached is then sent to the agent who has the request outstanding.

It was pointed out to the Conference that this system, besides the handling of files without delay, avoids multiple requests by the same agent for the same file, reduces the tendency of agents to "corner" the Files Room for files.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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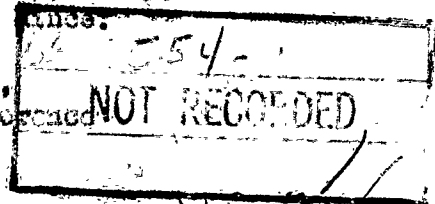
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cc-Mr. Glavin

Respectfully,
for the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary



LAI:JGM

THE DIRECTOR

1. Typist William B. Broderick recommended that agents' administrative files be destroyed after one year following departure of the Special Agent on transfer.

2. Mr. Broderick also suggested that the Bureau authorize the practice of permitting field offices to destroy incoming telegrams reflecting the travel of Special Agents within the field division as soon as the agent's whereabouts is properly recorded.

Mr. Tolson 3. Chief Clerk William L. Hornback recommended that the Bureau authorize Mr. E. the right to destroy monthly administrative reports which are more than two years old.

RECOMMENDATION: The Executive Conference recommended that these reports be destroyed after twelve months.

Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____

4. Mr. Hornback also recommended that the Bureau destroy the following types of reports and communications after a reasonable length of time: Bureau Bulletins, office memoranda, visiting agent correspondence, automobile administrative files.

INITIALS ON ORIGINAL _____

Mr. Hendon — RECOMMENDATION: a. It was recommended by Messrs. Ladd, Mumford, Coffey,
Mr. McGuire — Rosen, Piper, and Nichols that the Bureau Bulletin files be maintained
Mr. Mumford — intact and that no authority be given for destruction. It was felt by
Mr. Harbo — these members that there is at times a need for reference to the Bureau
Mr. Quinn Tamm — Bulletin file. *4-223013*

Miss Gandy Mr. C. M. Glavin

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DATE 12/4/90 BY SP5CJ

Bulletin file.

Messrs. Tracy, Hendon, Glavin, and Hince recommended that any portion of the general bulletin file be destroyed one year after the date of the bulletin. It was pointed out by these members that copies of all Bureau Bulletins are indexed and filed in the appropriate OO which pertains to the subject matter and that, therefore, the Bureau Bulletin file constituted duplication which is useful for a limited period of time, but that Bulletins older than a year are rarely, if ever, referred to in the general bulletin file.

b. Office memoranda. The Executive Conference unanimously recommended that office memoranda be destroyed when they become one year old.

c. Visiting Agents' file. The Executive Conference unanimously recommended that correspondence in the visiting agents' file be destroyed when it becomes one year old.

d. Administrative files relating to Bureau automobiles. The Executive Conference unanimously recommended that they be destroyed one year after the automobile has been sold or otherwise disposed of.

5. Chief Clerk William L. Hornback suggested that the Bureau abolish the requirement that the field submit Personnel Status Reports on September 1st of each year, inasmuch as it is incumbent upon each employee to keep the Bureau advised as to his status.

RECOMMENDATION: The Executive Conference believed that it would be desirable to continue the requirement. It was pointed out that our experience in the past has indicated that employees will not voluntarily submit the required information. This has been verified by the amount of new information which has been found on Personnel Status Reports when submitted as required.

6. Mr. Hornback also suggested that the Bureau abolish the requirement that the Special Agent in Charge of a field office inform the Bureau of the arrival and departure of agents on subpoena.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Harbo _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

RECOMMENDATION: The Conference was of the belief that it would be desirable to maintain the present regulation requiring that the Bureau be notified when an agent arrives and departs on subpoena, on the grounds that it is necessary for us to maintain proper control over the movement of personnel and that if there were not this administrative requirement, agent personnel would be more likely to waste travel time.

7. Special Agent in Charge Moss suggested that the Bureau abolish the requirement that stenographic employees place their autographic initials on the first page of a field copy of an investigative report.

RECOMMENDATION: The Conference believed that the present regulation should be maintained, that it has proved useful when a stenographer has been called upon to testify in view of the fact that she can verify the transcription of the report on her own recognition of her autographic initials.

8. Mr. Moss also suggested that the Bureau abolish the requirement that the field report to the Bureau the firearms training given to each Special Agent in the firing of the revolver.

RECOMMENDATION: The Conference recommended that the present rule be maintained and that the field be required to report firearms training; otherwise, it would be impossible for the Bureau at the Seat of Government to know whether proper firearms training was being given.

9. Mr. Moss suggested that the Bureau abolish the requirement that the Special Agent in Charge inform the Bureau by teletype with reference to his travel within his own division.

RECOMMENDATION: The Conference was unanimously opposed to the suggestion on the grounds that it is highly desirable to be informed when a Special Agent in Charge leaves his headquarters city and that the Bureau be acquainted with the identity of the person acting in his absence.

10. Mr. Hornback suggested that the Bureau abolish the requirement that each field office maintain annual leave records.

RECOMMENDATION: The Conference pointed out that it is the function of the Special Agent in Charge to approve annual leave under the present regulations and that it would be impossible for him to intelligently handle the approval of leave unless he has a record of leave previously taken.

Those present were Messrs. Ladd, Mumford, Coffey, Rosen, Piper, Nichols, Tracy, Hendon, Glavin, and Rince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

LAH:EEI

April 16, 1943

THE DIRECTOR

mm
The Executive Conference, those present being Messrs. Tolson, Glavin, Q. Tamm, Tracy, Nichols, Carson, Acers, Coffey, Hendon, Ladd, Mumford and Hince, considered the suggestion of Supervisor F. D. Vechery that the Bureau's accounting correspondence course not be made available to female employees.

Mr. Vechery indicated that the benefit which the Bureau might obtain was not in proportion to the time required to grade the lessons and that the turn-over of female employees would make the benefits to the Bureau questionable.

The Conference was unanimous in the belief that the 45 female employees in the Bureau who are presently enrolled in the accounting course should be permitted to take the course and such additional female employees who desire to take the course should be permitted to do so.

The Conference came to this conclusion because of the feeling that these courses provided a desirable activity for female employees and that the amount of time spent in grading papers was not a serious factor.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12/31/90 BY SP52/bee
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APR 17 1943
U.S. DEPT. OF JUSTICE

ORIGINAL FILED IN 66-3304-91

LAH:EEH

April 16, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Q. Tamm, Tracy, Nichols, Carson, Acers, Coffey, Hendon, Ladd, Mumford and Hince, considered the recommendation of Mr. Hince that Assistant Chief of Police M. J. Bolger be added to the FBI National Police Academy Faculty on the subject of Traffic to replace Captain Henry Johnson of the Kansas City, Missouri, Police Department who is now in the Army.

Mr. Bolger has been recommended by Mr. Wilbur Smith, our traffic expert, by Mr. E. E. Conroy and has been favorably referred to by a number of police officials.

The Conference was informed that, if approved, inquiries would be made through the Newark Office in a discreet manner to ascertain that there was no reason why Bolger should not be added to the Faculty. The Newark Office has been asked to make this inquiry.

RECOMMENDATION:

The Conference recommends unanimously that, if the investigation is favorable, Mr. Bolger be added to the National Police Academy Faculty on the subject of Traffic. He will be invited to participate in the Twenty-second Session for three hours on the subjects of Traffic Organization in City Police Departments, Administration, Accident Investigation Squads and Accident Prevention Bureaus.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire - Mr. Glavin
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

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ALL INFORMATION CONTAINED
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LAH:EMM

April 21, 1943

THE DIRECTOR

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The Executive Conference, those present being Messrs. Tolson, Glavin, Q. Tamm, Tracy, Nichols, Carson, Acers, Coffey, Hendon, Ladd and Hince, considered the suggestion made by stenographer J. R. Dickerson of the Houston Field Office.

His suggestion contemplates that when a Field Office prepares the initial pending report in a case that it also prepare a form in which will be placed the Bureau file number. Copies of the form will be sent to auxiliary Field Offices.

It was pointed out to the Conference that the form is unnecessary in view of the fact that the Bureau file number is placed in the reference of an investigative report when a Bureau number is available. Accordingly, the purpose of the suggestion is presently being served by an existing regulation.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd *CC* Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
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DATE 12/31/90 BY SP5CJ/bce

#323013

W. R. Glavin

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LAH:EEM

April 21, 1943

THE DIRECTOR

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The Executive Conference, those present being Messrs. Tolson, Glavin, Q. Tamm, Tracy, Nichols, Carson, Acers, Coffey, Hendon, Ladd and Hince, considered the question as to how long night logs should be maintained by Field Offices before being destroyed.

RECOMMENDATION:

The Conference recommended that the night logs be destroyed after a period of one year. If approved, the Bureau regulations will be amended.

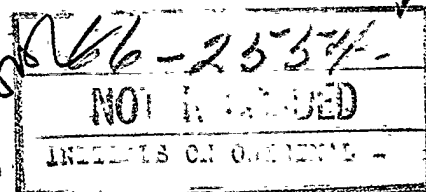
Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg CC - Mr. Glavin _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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1943

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JIM:EX

April 21, 1943

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/11/91 BY SP5C/bcc
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The Executive Conference on April 20, 1943, attended by Messrs. Ladd, Rosen, Tracy, Coffey, Nichols, Acers, Hendon, Carson and Mumford, considered a proposed change in the National Defense Manual to furnish the field the following advice concerning the handling of escaped prisoners of war who are now or may be interned in this country:

"The Department has advised that immediately upon recapture an escaped prisoner reverts to his status of a prisoner of war and is entitled to be treated as such. However, the Geneva Convention does not prohibit the examination of documents or other items in the possession of a prisoner, if these articles are promptly returned upon examination. Military papers, of course, need not be left in the possession of the prisoner. The Department is of the opinion that the Geneva Convention does not prevent temporary incarceration of a recaptured prisoner of war in a jail or prison, pending removal to a suitable place of internment. This custody should be only of a temporary character pending transit arrangements."

These provisions should be borne in mind so there will be no possibility of reprisals against United Nations' prisoners held by the Axis powers."

NOT RECORDED

As you will recall, the Geneva Convention lays down very explicit rules concerning the treatment of prisoners of war. Among these are provisions that such prisoners shall be provided lodgings, accommodations, and certain accommodations of indicated standards and will not be lodged in prison, shelter, or other quarters. The Conference considered the fact that the Bureau has no ruling from the Department or elsewhere as to the procedure which should be followed by its Agents in restraining escapees at the time of their apprehension and until delivery to military authorities except as set forth in the above quoted paragraph. It is particularly noted that there is no ruling as to whether Agents may handcuff or otherwise shackle such persons immediately upon apprehension and during period of transportation or when being held for delivery to a jail or prison pending removal to a suitable place of internment. It would appear, in fact, from the ruling quoted above that immediately upon recapture, an escaped prisoner reverts to his status as a prisoner of war, and it would therefore seem that the Bureau might be precluded from shackling him by the terms of the Geneva Convention.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Obviously, Agents should be permitted to properly restrain persons of this caliber, both for their own safety and the safety of the prisoner who might attempt self-destruction or re-escape, resulting in the necessity of shooting him. Messrs. Acers and Hendon believed the specific question should be presented to the Department for a ruling and the rest of those present concurred with the exception of Mr. Mumford. He pointed out that in the case of Peter Krug, who escaped from a camp in Canada and was apprehended in San Antonio, the State Department and the War Department were consulted and each advised against any formal ruling and suggested that Krug be immediately informally transported to the Canadian border and turned over to Canadian military authorities there. Bureau Agents shackled Krug and took all usual precautions. Mr. Mumford expressed the feeling that if the specific question of shackling at the time of arrest is presented, the Department will quite probably consult the War Department and the State Department and may rule that shackling is improper, thereby placing Bureau Agents in the position of being endangered by inability to properly restrain prisoners. He further expressed the belief that rather than chance such a restriction, the Bureau should proceed under its established policies for handling of prisoners on the theory that they are not recaptured and revertible to the status of prisoners of war until actual delivery to the military authorities who are the proper custodians of prisoners of war.

If you concur with the majority, there is attached for your approval a memorandum to the Solicitor General presenting the problem discussed here, and the communication to the field will be held in abeyance for a reply.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Attachment

Q:mac

April 21, 1943

THE DIRECTOR

0
The Executive Conference, Messrs. Tolson, Ladd, Mumford, Hendon, Hince, Carson, Acers, Nichols, Coffey, Tracy, Glavin and Quinn Tamm being present, considered a request submitted by Mr. Quinn Tamm that the Identification Division start building up its Night Force again. It was called to the Conference's attention that at the present time the Identification Division maintains only a skeleton Night Force in the Card Index and Technical Sections and that there are not any employees in the Typing Section, Assembly Section or Recording Section on the Night Force.

Mr. Quinn Tamm pointed out that the work in the Identification Division now is lying idle for sixteen hours a day and in order to expedite the flow of work through the Identification Division, because of the size of the present quarters, it would be desirable to have a Night Force of approximately five hundred people, the Night Force to consist of people working in the Technical Section, Card Index Section, Typing Section and Recording Section. It is felt by Mr. Tamm that a large number of volunteers can be obtained for work on the Night Force in those various sections but it is further recommended that the Bureau revert to its old practice of training new people on the Night Force, that is, all new appointees would be stationed on the Night Force for their training period and for such a period of time as their work warranted.

Mr. Tolson It is pointed out for the Director's information that at the present time
Mr. E. White the work of the Identification Division is about the same in volume as it was
Mr. Clegg in the Department of Justice Building it is felt that special fingerprint cards,
Mr. Coffey printed notices and similar prints which require special handling would move more
Mr. Glavin expeditiously through the Identification Division if a number of people were working
Mr. Ladd on the Night Force. As it now is the prints are stationary for a period of sixteen
Mr. Nichols hours a day. The proposal is not the complete installation of a Night Force as such
Mr. Rosen but sufficient people to keep the work moving for at least sixteen hours a day in
Mr. Tracy those cases of fingerprint cards requiring special handling.

Mr. Carson Conference with the exception of Mr. Glavin was in favor of this suggestion.
Mr. Harbo

Mr. Hendon ALL INFORMATION CONTAINED

Mr. McGuire HEREIN IS UNCLASSIFIED

Mr. Mumford DATE 12/31/1998 BY SP4/BJC

Mr. Piper 15 66-3230/13

Mr. Quinn Tamm 55 MAY 24 1943

Mr. Nease

Miss Gandy

Respectfully,

For the Conference

Clyde Tolson
Chairman

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| U. S. Glavin |

Secretary

ORIGINAL FILED IN 66-1631-9751

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April 24, 1943

CONFIDENTIAL

The Executive Conference consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Hendon, Acers, Carson, Coffey, Tracy, Piper, Glavin, and Nichols considered the personnel needs for the Continental, Insular and BIS Radio Network.

It was pointed out there was a need for 40 additional operators for the completion of the network. It was recommended that a number of male employees in 2-1 and 2-2 be given the aptitude test and trained as radio operators. Mr. Glavin pointed out it might be difficult to hold these men under current draft regulations whereupon the Conference unanimously recommended that all male radio operators and technicians at stations presently existing in Bureau offices or to be installed in Bureau offices be substituted by the training of girl radio operators.

Mr. Coffey pointed out that while we had previously planned on having a technician at each station, he did not believe a technician was necessary but that 2 girl radio operators should be assigned at each station and that technical difficulties such as the breakdown of the transmitter could be handled on the West Coast by technicians assigned San Diego and Portland and on the East Coast by technicians assigned either at Miami or Washington.

It was pointed out to the Conference that stations in offices were operating on only 1 shift a day. It is necessary to have 2 employees available inasmuch as one employee might become ill and to allow for leave. The Conference recommended that the two operators take turns in keeping the daily schedules and operate the radio sufficiently to keep in practice. This would make it possible for the 2 girls to spend the major portion of their time each day in working in the Chief Clerk's Office.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Kramer _____

Mr. McGuire _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

The Conference also considered Mr. Coffey's recommendation that of the acute shortage of radio operating personnel all radio stations in the Continental Network located outside of Bureau offices, namely Seattle, San Francisco, and Boston, either be discontinued or moved to the office. It is pointed out that a survey is now being made at Boston to determine if the station can be installed in the Boston Office or if it could be installed in the Providence Office. Additional surveys, if this recommendation is approved, will be immediately made to determine if the stations at San Francisco and Seattle can be moved.

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DATE 12/31/90 BY SP5C/1643

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into the office. If not the Conference, excepting Mr. Tracy, Ladd, and Mumford, recommends that these 3 stations be discontinued. This recommendation is predicated upon the fact it is necessary to keep an employee on duty 24 hours out of the day in order to protect the equipment, plus the fact that blackouts are held in these areas and it is necessary to have lights on the antenna poles, particularly in San Francisco in case of a blackout the lights have to be turned off. In regard to the other stations it is necessary to protect them and safeguard their unauthorized use as some person might break in. Mr. Tracy, Mr. Ladd, and Mr. Mumford objected to the adoption of Mr. Coffey's recommendation as it was their view that San Francisco is a key point on the West Coast and we could not afford to discontinue the station. They were in favor of moving the stations to the Bureau's offices if possible.

For the Director's information, there is set forth the following tabulation showing available radio technicians and operators, together with the total needs for the maintenance of our entire network:

| Presently on Duty | Technicians | Operators |
|----------------------------|-------------|-----------|
| Consular & Insular Network | 37 | 66 |
| SIS Network | <u>9</u> | <u>10</u> |
| Totals | 46 | 76 |

When the network is fully completed, there will be a need of a total of 70 technicians and 100 operators. This includes technicians and operators for relief, and for relief purposes we contemplate using technicians since they are more versatile. The utilization of technicians will cut down on travel expenses and all around, will be far more desirable. In other words, over and above our present personnel, there is a need for 24 technicians and 24 operators. By putting girls in the 10 continental stations, we will release 15 male operators. These will be used to fill the needs of the SIS Network and from our present male operators, we will take the necessary individuals to train as radio technicians to fill the 24 vacancies of radio technicians which we will ultimately have. Thus, we will need a net of 10 additional operators and if approved, immediate steps will be taken to start the necessary training classes to train the girls as operators which takes approximately 60 days. Ultimately, it will be necessary to place girl operators on duty as operators at the stations in San Diego, Clinton Station, and the Miami Station.

In this connection, I wish to point out at the present time the Laboratory has approximately 35 radio monitors. The monitors are recommended from the better people working in the Communications Network

and Mr. Coffey advises that with the increased demands that are being made upon him to monitor additional circuits, there will be eventually a need for 25 additional monitors. Mr. Coffey advises that in time, as the girls are trained, it will be possible to use some girls in the event male monitors are not available. For the Director's information, radio monitoring is the most difficult task we have in the radio setup and requires the services of excellent operators.

If the above is approved, it can thus be seen that the Bureau is doing everything possible to utilize women and of course, should eventually be called to the attention of the Selective Service authorities.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. E. Glavin, Secretary

CC - Mr. Glavin

SJT:ja

April 24, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Coffey, Carson, Nichols, Piper, Rosen, Mumford, Ladd, Acers, and Tracy, were advised of the confusion presently existing in the delivery of mail to the Identification Division located in the National Guard Armory Building.

Correspondence is received addressed to the D. C. National Guard pertaining to War Department matters and likewise orders for equipment and supplies placed by the Chief Clerk's Office and Bureau correspondence in connection with such matters are being received addressed merely to the D. C. National Guard Armory, Washington, D. C.

It was pointed out to the Conference by Mr. Tracy that if the Bureau will refer to the Identification Division in all memoranda and correspondence by a name other than the D. C. National Guard Armory Building, this confusion could be alleviated. The Conference considered several suggestions as to the name to be used.

The majority of the Conference recommended that the Armory group of buildings be known as the "IDENTIFICATION BUILDING, Federal Bureau of Investigation, 19th and East Capitol Streets, Washington, D. C."

Messrs. Tolson, Glavin, Piper and Acers voted to name the building "Federal Bureau of Investigation Annex, District of Columbia National Guard Armory Building, 19th and East Capitol Streets, Washington, D. C." Messrs. Ladd, Coffey, Carson, Nichols, Rosen, Mumford and Tracy were in favor of the first suggestion.

Mr. Tolson _____ The various buildings in the group are known as follows:

- Mr. E.A. Tamm _____
- Mr. Clegg _____
- Mr. Coffey _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- (1) Training Building
 - (2) Administration Building
 - (3) Technical Building
 - (4) Typing Building

Mr. Harbo _____ It was pointed out by those in favor of the name "IDENTIFICATION BUILDING" that the Bureau is going to have photographs taken and special articles published both in magazines, the Law Enforcement Bulletin and newspapers and that the building will be described as the new home of the Identification Division of the Federal Bureau of Investigation and it was felt that this would be

Mr. Quinn Tamm _____

Mr. Nease _____

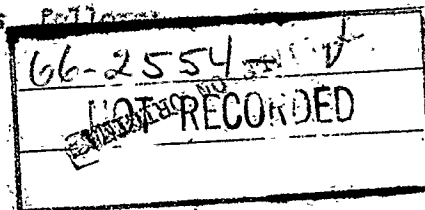
Miss Gandy _____

55 MAY 24 1943

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/31/90 BY SP5/BCE

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ORIGINAL FILED IN 66-7631-7782

MEMO DIRECTOR

Page Two

desirable. The Bureau's training academy at Quantico has received similar publicity and it is well known now that the FBI's training center is at Quantico, Virginia at the Marine base.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

100-361007

April 23, 1943

ALL INFORMATION CONTAINED

The Executive Conference consisting of Messrs. J. I. Tamm, Quinn Tamm, Coffey, Taper, Leers, Rosen, Ladd, Mumford, Carson, Hendon, and Nichols, considered the practice of insular offices and AID radio stations forwarding messages to the Bureau without the signature of the sender. Mr. Ladd suggested that the sender's name should appear thereon and referred specifically to a wire from San Juan dated April 16th, pointing out that he would not know in reviewing the file at some future date whether the communication came from Miller or Lopez.

In response to this, it was pointed out if there were any question as to the identity of the sender, the Field Office Personnel or Field Office administrative files would show who was in charge of the office at the time. It was further pointed out that the procedure of not signing wires had previously been approved by the Executive Conference when the radio program was first initiated. This practice was adopted at that time because of the additional time involved in coding the name of the signer and because by constantly coding the name, anyone intercepting our radio communications would be able to eventually break down the code and could conceivably from this basis be aided in breaking our Code C unless the message was double coded.

The Conference, with the exception of Messrs. Quinn Tamm, Ladd, and Mumford, recommended no change in the current practice, i.e. that radiograms continue to be sent without signatures.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/11/91 BY SP2/lee

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Clyde Tolson, Chairman

C. E. Glavin, Secretary

66-2854
RECORDED

CC - Mr. Glavin

4943

AR/bw

April 26, 1943

THE DIRECTOR

The Executive Conference, attended by Messrs. E. A. Tamm, Quinn Tamm, Coffey, Piper, Ladd, Nichols, Mumford, Acera, Carson, Hendon, Glavin and Rosen, considered and approved the attached proposed bulletin to the Field with reference to the section of the Manual of Instructions pertaining to the Federal Explosives Act. The bulletin transmits a list of District Engineers and Federal Explosives investigators located throughout the United States and instructs that they be contacted through the district offices of the Bureau of Mines rather than through their individual mailing addresses.

Respectfully,
For the Conference

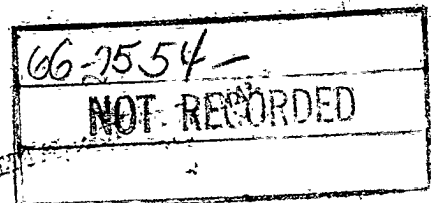
Clyde Tolson
Chairman

W. D. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____ Attachment
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12/31/98 BY JSC/bca
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ORIGINAL FILED IN 66-6220-41

LBW:JS

April 27, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Coffey, Piper, Acers, Rosen, Ladd, Glavin, Mumford, Carson, Hendon and Nichols considered the suggestion of Mr. Nichols that a general Bureau practice be adopted immediately of coding in Code A all names and addresses in messages which are of such a nature that the Bureau would be embarrassed should the messages fall into the wrong hands. Mr. Nichols pointed out that there had been several instances wherein teletype messages from one office to another, to the Bureau or to other parties had been misdirected. He, of course, do not know if there were any instances wherein the messages were forwarded to some outside source which did not report the receipt of the message and there is no way of checking on this.

In this connection, Mr. Nichols pointed out that both the Army and Navy now regard teletype as relatively insecure and send only their most routine messages in plain text on the teletype. The most recent experience in the Bureau occurred when the San Francisco office sent a confidential teletype to Chicago and New York entitled, "Communist Infiltration; Radiation Laboratories; University of California." The teletype then set forth the names of individuals employed, requesting a check of the indices. It so happened that this teletype, according to the Telephone Company, was misdirected by reason of an error in the San Francisco Office. This matter is being checked on. At any rate the message was sent by teletype to "C-C" New York. The operator there immediately called the Telephone Company and an Agent picked up the wire. The operator was thoroughly reliable and no harm was done; however, there is always the possibility of a message going astray.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

The following members of the Conference recommended that the attached bulletin be directed to the Field outlining in general terms when Code A should be used in coding names, addresses and possibly titles of cases, and that messages should be encoded in their entirety with Code C: Messrs. Rosen, Mumford, Coffey, Hince, Ladd, Quinn Tamm, Tracy and Nichols. Messrs. Carson, Piper, Acers, and Glavin were apposed to the issuance of -

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#323013

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ORIGINAL FILED IN 62-117797-1

18 MAY 1943

Memo for the Director

- 2 -

the attached bulletin. Mr. Tolson expressed the belief that our present regulations which provide as follows, are accurate:

"Code C shall be used whenever it is necessary to code communications between field offices and the Bureau or between field offices.

"The entire message must be encoded.

"Coded messages shall be reduced to a minimum, and only those containing confidential information of such a nature that if readable by one intercepting the telegram would be detrimental to the Bureau, shall be encoded."

In this connection, it was pointed out that by coding names and addresses with Code A, coding time could be saved in the Field and that only messages should be coded with Code C when there was any possibility of the contents embarrassing the Bureau if they fell into improper hands. Mr. E. A. Tamm approved the idea but was not present when the bulletin was read.

If the Director approves of the majority's views there are attached hereto a bulletin to all SACs and a memorandum to Bureau Officials and Supervisors.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

H. E. Glavin, Secretary

Attachment

cc - Mr. Glavin

12477

April 27, 1943

THE DIRECTOR

The Executive Conference considered the routing of incoming mail in field offices. The subject was previously considered by the Chief Clerk's Conference and the Special Conference of Special Agents in Charge and Inspectors.

There are two principal systems of routing mail in field offices. The first system provides for the routing of all incoming mail to the Office of the Special Agent in Charge and the Field Supervisors where the Special Agent in Charge or Supervisor takes action on that portion of the mail which he feels he can take action on without the file and then sends the rest of the mail through the Chief Clerk's Office for searching and attaching of the file, after which the mail is routed to the Special Agent in Charge or Supervisor for action. Under this system of handling, there are certain advantages and disadvantages as follows:

ADVANTAGES

1. Theoretically, the mail arrives on the desk of the Special Agent in Charge or Supervisors more promptly and action is taken more promptly on that portion of the mail which he can handle without the file.

2. There is some saving of clerical work with reference to that

portion of the mail on which the Special Agent in Charge can take action without the file because the file does not need to be routed to his office.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Harbo _____

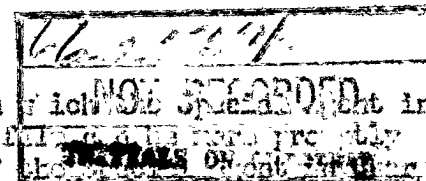
Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

DISADVANTAGES

1. Although theoretically the mail upon which the Special Agent in Charge or Supervisors can take action without the file can be handled more promptly, actually our experience has shown that if the mail is not taken to the Chief Clerk's Office to have the file attached before it is taken to the desk of the Special Agent in Charge, the time that it is on his desk, the Chief Clerk's Office is unable to handle it. If the mail were in the Chief Clerk's Office instead of on the Special Agent in Charge's desk, the Chief Clerk's Office could be searching mail, pulling files, and taking other necessary action. Our experience



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DATE 12/31/90 BY SP5 UJ/bce

#323,0130

cc - Mr. Glavin

50 JUN 29 1943

ORIGINAL COPY FILED IN

has shown that on some days the incoming mail handled under this system will lie on the desk of the Special Agent in Charge all day. If he works late that night routing the mail to the Chief Clerk's Office, the next morning the Special Agent in Charge receives back on his desk the portion of the mail on which he asked for the file and in addition all of the next day's mail. This creates a bottleneck on the desk of the Special Agent in Charge.

2. The system requires a double handling of that portion of the mail on which the Special Agent in Charge cannot take action without the file. It passes over his desk once; he routes it to the Chief Clerk's Office for the file; it comes back to his desk with the file; and he must review it again. This makes a double handling and results in a waste of time, as well as delay.

The second system of handling mail is in use in Newark, Washington Field Office, Philadelphia, and undoubtedly in other offices. It provides that mail received from other field offices and outside agencies is handled first in the Chief Clerk's Office where it is searched, the file attached, and the entire matter placed on the Special Agent in Charge's desk ready for his action. The Special Agent in Charge or Supervisor takes action and routes the mail back to the Chief Clerk's Office for any clerical operations necessary. The only exception to be made is in the case of mail from the Bureau which is expedited to the Special Agent in Charge for his information and is then handled in the Chief Clerk's Office as all other mail. This system has the following advantages and disadvantages:

ADVANTAGES

1. It is a streamlined system which provides for only one review of any piece of mail and only one handling on any particular clerical operation in the Chief Clerk's Office and in the Special Agent in Charge's Office.
2. It permits the Chief Clerk's Office to work on the incoming mail during the morning and to feed it several pieces at a time to the Special Agent in Charge's desk, permitting the Chief Clerk's Office to use profitably the time that is spent under the other system by letting the mail lie on the Special Agent in Charge's desk.
3. It provides the Special Agent in Charge and Supervisors with full information as to the previous file on the matter when he takes action.
4. It provides for handling of mail on the assembly line procedure and, over-all, saves time.

DISADVANTAGES

1. There are some pieces of mail which the Special Agent in Charge or Field Supervisor can completely handle before the mail is searched and without the file. On these pieces of mail, the Special Agent in Charge or Supervisor can often authorize filing the first time he handles it, and all

that is necessary for the Chief Clerk's Office to do in to number, serialize, and file. This does not require the file itself to be out of the file room. It will be noted, however, that it is necessary that the file be withdrawn from the file cabinet, that it be opened, and that the new piece of mail be inserted. The only thing saved is the transfer of the file to the Special Agent in Charge and the return by him to the file room.

RECOMMENDATION:

1. The Special Agents in Charge and Inspectors' Conference, with the exception of Mr. Gurnea, recommended the adoption of the second or streamlined system outlined above.

2. The Executive Conference unanimously approved the adoption of the second or streamlined system for all offices.

If approved, appropriate instructions will be issued to the field offices.

Those present at the Executive Conference were Messrs. Tolson, Glavin, Piper, Tracy, Quinn Tamm, Nichols, Acers, Hince, Rosen, and Ladd.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

LAH:EEM

April 21, 1943

THE DIRECTOR

⁰
The Executive Conference, those present being Messrs. Tolson, Glavin, Q. Tamm, Tracy, Nichols, Carson, Acers, Coffey, Hendon, Ladd and Hince, reconsidered the question of the retention of Field Office copies of monthly administrative reports. The Conference had previously recommended that these be destroyed after a period of one year.

The Director on the Executive Conference memorandum of April 5 stated, "O.K. but why not six months?"

It was pointed out to the Conference that the copies of monthly administrative reports contained in the Field Office files constitute a record which can be referred to by the SAC from month to month for the purpose of comparing his present record with past records of the office and also to observe the trends in the statistics.

The Conference felt that in accordance with usual business practices the records should be kept so that reference might be made back one year. On this basis the Conference felt that a one-year rule would be more desirable than a six-months rule. Further, it was pointed out that in the interest of uniformity it would be desirable to have the various records of temporary value only retained for a uniform

period. Such records have generally been recommended for destruction Mr. Tolson period.
Mr. E. A. Tamm a one-year period.

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

| |
|---------------|
| 66-2554- |
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#323093

58 JUN 3 1943

ORIGINAL FILED IN 66-2554-107

LAH:EEM

May 5, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Glavin, Carson, Coffey, Acers, Nichols, Q. Tamm, Hendon and Hince, unanimously approved the attached letter to all Special Agents in Charge with reference to Quarterly Police Conferences.

This letter is submitted for signature.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

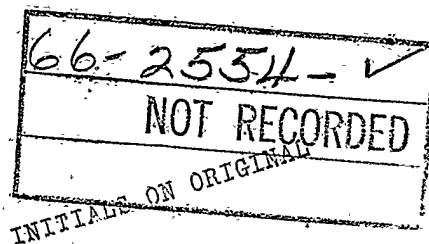
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DATE 4/14/94 BY SP5CJ/bee
#323813

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey attachment
Mr. Glavin CC = Mr. Glavin
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



55 JUN 15 1943

ORIGINAL FILED IN 66-9340-212

LAH:HEM

May 5, 1943

THE DIRECTOR

⁰
The Executive Conference, those present being Messrs. Tolson, Ladd, Glavin, Nichols, Acers, Mumford, Tracy, Q. Tamm and Eince, considered the suggestion of Special Agent Robert A. Anderson, Jr., that telescopic sights be placed on the Bureau's Model 31 Remington Woodmaster Rifles.

The suggestion was considered unfavorably by Mr. Laughman and by Mr. H. L. Glenn, Special Agent in Charge of Firearms training at Quantico, on the grounds that the Bureau does not have need for telescopic sights, that there would be a great deal of work to keep them properly adjusted and that although they are good for target work, they are not good in law enforcement work.

RECOMMENDATION:

The Conference agreed with the Firearms experts that the Bureau's rifles not be equipped with telescopic sights.

If approved, a communication has been prepared for Mr. Robert A. Anderson, Jr.

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DATE 4/14/91 BY SP5C/fhc

#323,013

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. E. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

NOT RECORDED

ORIGINAL FILED IN 374

LAH:MM

May 5, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Ladd, Glavin, Nichols, Neers, Mumford, C. Tamm, and Hince, considered the suggestion of SAC A. P. Hitchin that the Bureau place in the lower left hand corner on all communications a number to indicate the number of copies being furnished.

Mr. Hitchin did not furnish any reason for his suggestion or any advantage to be gained other than the possibility that in the examination of a Field Office file it might not be possible under certain circumstances to determine whether one or more copies of serials had been furnished. The Conference considered the suggestion unfavorably on the grounds nothing would be gained and it does not matter seriously whether it is possible to determine from a Field Office file how many copies of a letter were received.

If approved, Mr. Hitchin will be advised.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____

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DATE 4/14/81 BY SP5/bee
#323,812

W. L. Glavin,
Secretary

CC - Mr. Glavin

[Handwritten signature]

MEMA:MEV

May 5, 1943

ALL INFORMATION CONTAINED
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DATE 4/14/91 BY SP5CJ/bce
#323013

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Carson, Quinn Tamm, Coffey, Nichols, Rosen, Hendon, Hince, Mumford, Ladd, and Acers, considered the suggestions made by Messrs. Carson, Piper, and Acers relative to their study of the messenger service within the Bureau. The following recommendations were made and were approved by the Conference:

1. That the present general messenger set-up be retained.

| | |
|------------------|---|
| Division I | Operates its own messenger service for the Armory. |
| Division II | |
| Justice Building | Served by the Fifth Floor Messenger Room. |
| Armory | Served by Division I messenger service in the Armory. |
| Division III | Service to and from Division III handled by Fifth Floor Messenger Room. |
| | Operates an intra-division messenger service. |
| Division IV | Served by Fifth Floor Messenger Room. |
| | Files Division operates its own messenger service. |
| Division V | Operates its own messenger service. |
| Division VI | Served by Fifth Floor Messenger Room. |
| Division VII | Served by Fifth Floor Messenger Room. |

2. That the Division V messenger service be reduced by three employees.

3. That the quota for Division IV be reduced from 51 to a recommended 41.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy

The assignment of one individual to supervise the messenger service where it is separate from the central messenger service, creating a fixation of definite responsibility. (This has been done and is handled by a Supervisor within the Division.)

Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy

That one mail clerk be assigned to Division II for Armory service. This employee will handle intra-division messenger service only and service to and from the Armory will be handled by the Identification Messenger Room.

Mr. Carson
Mr. Harbo
Mr. Hendon

That consideration of placing the messenger service in smocks be deferred until the two-pound fiber bag is given a thirty day trial.

Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attached is a detailed memorandum setting forth the findings of the Committee.

Respectfully,
For the Conference

Clyde Tolson
Chairman

| |
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| 66-2554-1 |
| NOT RECORDED |
| W. R. Glavin Secretary |

38 JUN 2 1943

cc - Mr. Glavin

66-6850-16
ORIGINAL FILED IN

LAM:MM

May 5, 1943

THE DIRECTOR

②
The Executive Conference, those present being Messrs. Tolson, Ladd, Glavin, Carson, Coffey, Acers, Nichols, Q. Tamm, Hendon and Hince, considered further the suggestion of Special Agent Roland P. Richards that the Bureau plan for the formation of an international bureau of investigation to be established in connection with the conclusion of the war and the establishment of any "World Court."

He suggests the following:

1. The Bureau should bring to the attention of peace conference representatives the plan for an international bureau of investigation.
2. The FBI Identification Division should become the center for any international bureau of identification established.
3. The international bureau of investigation should act as the investigative organization for any "World Court."
4. Personnel should be obtained from the various countries and the United States should be represented by FBI personnel on the investigative staff.
5. An uniform system of reports in the English language should be established.

6. The Bureau should keep informed on all matters leading to the peace treaties and should accumulate pertinent written materials.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

The Conference was of the opinion that no action should be taken on the subject at this time but that the subject matter should be given further consideration upon the cessation of hostilities.

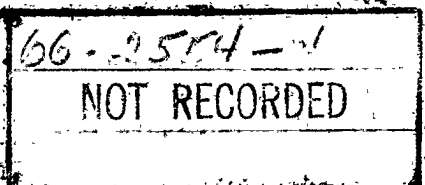
Respectfully,
For the Conference

Clyde Tolson
Chairman

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DATE 1/11/91 BY SP5/BCE
#323,813

W. H. Glavin
Secretary



CC 274. Glavin

ORIGINAL FILED IN 62-71735-111

May 11, 1943

LAH:JGM

THE DIRECTOR

0
The Executive Conference considered the suggestion of stenographer A. L. McDonnell that the Bureau change its procedure in indicating copies of communications. At the present time on any letter of more than one page the designation of copies appears on the last page. This requires that the mail clerk lift the top page to determine the proper distribution. She suggests that the indication of copies be placed directly below the superscription, as follows:

Director, FBI
cc-Los Angeles
San Diego

The Executive Conference was of the opinion that it was unnecessary to change the present method inasmuch as the number of letters which are more than one page do not present any problem and we have tried the other system some years ago and found it desirable to change.

The Conference was unanimously of the opinion that the present system should be retained.

A letter to Miss McDonnell is attached, if approved.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Those present at the Executive Conference meeting were Messrs. E. A. Tamm, Glavin, Coffey, Nichols, Rosen, Mumford, Ladd, Carson, Acers, and Hince.

Respectfully,
For the Conference

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DATE 4/11/91 BY SP5C/KRA

#823813

Clyde Tolson
Chairman

INITIALS ON ORIGINAL

W. R. Glavin
Secretary

54 MAY 22 1943

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WRG:1rd

April 12, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tracy, Quinn Tamm, Coffey, Nichols, Hendon, Ladd, Mumford and Glavin considered an automobile accident involving Special Agent Leonard H. Langen with resulting damages of \$196.54.

Briefly, the details of the accident are as follows:

At approximately 11:20 A.M. on December 4, 1942, Agent Langen was involved in a collision with a car owned by the Yellow Cab Company of Hammond, Indiana, and driven by Howard Hashu of Hammond.

Agent Langen was proceeding down the street in Hammond when he came to an intersection which was blinded by a store on the corner and a delivery truck partially extended into the intersection. Agent Langen proceeded into the intersection at a slow rate of speed and upon entering the intersection a cab coming from the other direction hit the Bureau car. The position of these cars is more easily determined from a review of the accident report form filed in connection with the accident. It is attached hereto. It will be noticed from this report form that the Bureau car, which is circled in red, did not have a clear view of Madison Street on entering the intersection. The taxicab, which is circled in blue, hit the Bureau car just after the Bureau car had passed the parked truck, the truck having the forepart thereof out into the intersection.

Mr. Coffey _____
Mr. Glavin _____ Special Agent Langen, in explaining the accident, states that there was a store on the corner which partially obstructed the view at the corner and there was a truck parked at the corner of the intersection which extended partially into the intersection and that the truck and the store obstructed the view at the corner of the intersection.
Mr. Carson _____ The Agent stated that before reaching the intersection he turned slightly to the left towards the middle of the street in order to pass the truck, that at a speed of about 10 or 12 miles per hour he cautiously proceeded past the truck into the intersection keeping a watch for traffic approaching and as soon as he had proceeded far enough past the parked truck into the intersection so that an obstructed view could be had of traffic approaching the intersection, he saw the taxicab already upon him and realized that
Miss Gandy _____

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#323013

60 MAY 12 1943

NOT RECORDED

ORIGINAL FILED IN 66-1980-9-1

MEMORANDUM FOR THE DIRECTOR

- 2 -

a collision was inevitable. At the time of the accident the visibility was good, there was snow on the street and it was slippery enough to require caution in driving.

The driver of the taxicab, Hashu, stated that he had slowed down and did not see the Bureau car until he had practically hit it inasmuch as it was a blind corner. He stated that he felt that he was not driving more than 15 miles per hour at the time. One of the passengers in the cab stated that the driver of the cab was travelling approximately 30 miles per hour.

The cab driver was placed under arrest for operating a taxicab without chauffeur's license. One of the passengers in the cab stated that he was not surprised at the accident occurring there inasmuch as he had lived in that neighborhood for some time and there had been a number of accidents at that corner because of the poor visibility in both directions.

SAC Lopez advised that the Manhattan Mutual Insurance Company at Hammond, Indiana, the insurance company for the Yellow Cab Company, would settle for 50% of the damage to the Bureau car, which would be in the amount of \$93.27. The insurance company officials stated that they felt that both parties were at fault and therefore the Company was willing to settle on an equal basis.

The Conference, with the exception of Mr. Glavin, is of the definite opinion that Agent Langan is not responsible for the accident in question. They point out that the insurance company probably would not have settled for the accident at all if the cab driver had not been at fault in the accident. They recommend that the Bureau endeavor to secure full payment from the insurance company in question.

Mr. Glavin feels that we should accept the \$93.27 for one-half of the damages from the insurance company and that Agent Langan should be held responsible for the remaining damages of \$93.27. He bases his recommendation upon the fact that from a review of the accident report it appears as though the Agent swept out on the left side of the truck into the intersection and must have been going at sufficient speed to have been pretty badly damaged just after the car had half-way passed the truck which extended into the intersection. It is not felt that the negligence, if there was such negligence on the part of the taxicab driver, was nearly as much as that of our Special Agent. With reference to the desire of the insurance company to settle for half of the damages, Mr. Glavin feels that this offer was made by the insurance company to get rid of the accident as soon as possible since the insured, the taxicab company, had permitted an

MEMORANDUM FOR THE DIRECTOR

- 3 -

unlicensed driver to operate one of their cabs and probably could be sued by the passengers thereof if they, the passengers, suffered any injuries.

In the event the Director agrees with the majority of the Conference, the appropriate communication will go forward to the field in this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

E. R. Glavin
Secretary

April 27, 1943

LAM:JGM

THE DIRECTOR

The Executive Conference considered the suggestion of Mr. E. E. Conroy that the Bureau discontinue the automobile course used in firearms training. Mr. Conroy pointed out in view of recent instructions pertaining to conservation of Bureau automobiles, consideration might be given to discontinuing the course.

It was pointed out to the Conference also that it would be desirable to discontinue the course in the field in view of the fact that it is not possible to give this training course at Quantico. The course requires that an automobile travel in a semi-circle while the agent fires through an opened window. Because the angle of fire varies 180 degrees, the Marine Corps will not permit this course to be fired at Quantico. They do not permit more than a five degree variation from the straight line toward the established targets.

The Conference was unanimously in favor of abolishing the course.

Those present were Messrs. Tolson, Glavin, J. Tamm, Tracy, Nichols, Hendon, Acers, Ladd, Rosen, Mumford, and Hince.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

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DATE 12/11/91 BY SP5C/BSE
#323,013

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April 23, 1943

LAH:JCM

THE DIRECTOR

The Conference considered the suggestion of Mr. Conroy that inasmuch as agents firing the Bureau's firearms courses at New York could not qualify for the Possible Club, the New York Office should be permitted to establish a New York Possible Club.

It was pointed out to the Conference that if the suggestion were adopted, each field office would have a similar club and there would be 33 different Possible Clubs.

RECOMMENDATION:

The Conference was unanimously opposed. A letter to Mr. Conroy has been prepared for approval.

Those present were Messrs. Tolson, Glavin, C. Clegg, Tracy, Nichols, Hendon, Acers, Ladd, Rosen, Mumford, and Harbo.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

Respectfully,
For the Conference

Clyde Tolson
Chairman

J. E. Glavin
Secretary

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DATE 4/11/91 BY SP5CJ/PCA
#323013

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LAH
H/C

April 28, 1943

LAM:JCM

THE DIRECTOR

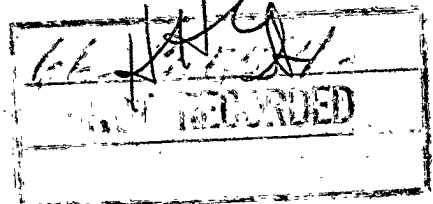
The Executive Conference considered and approved the following departments for attendance at the Twenty-Third Session of the FBI National Police Academy which begins July 19, 1943.

1. Rutland, Vermont Police Department
2. Montgomery County, Maryland Police Department
3. Keene, New Hampshire Police Department
4. Ontario County Sheriff's Office, Canandaigua, New York
5. Coeur d'Alene, Idaho Police Department
6. North Carolina State Highway Patrol
7. Akron, Ohio Police Department
8. Jacksonville, Texas Police Department
9. Meeker, Colorado Sheriff's Office
10. Des Moines, Iowa Police Department
11. Flint, Michigan Police Department
12. El Paso County Sheriff's Office, Texas
13. Hancock, Michigan Police Department
14. Texas City, Texas Police Department
15. Kanawha County Sheriff's Office, West Virginia
16. East Chicago, Indiana Police Department
17. El Dorado, Kansas Police Department
18. Knoxville, Tennessee Police Department
19. Harlan, Kentucky Police Department
20. Davidson County Sheriff's Office, Nashville, Tennessee
21. Miami Beach, Florida Police Department
22. Oshkosh, Wisconsin Police Department
23. Weehawken, New Jersey Police Department
24. North Bergen, New Jersey Police Department
25. Perth Amboy, New Jersey Police Department
26. Bridgeport, Connecticut Police Department
27. Newark, New Jersey Police Department
28. Baton Rouge, Louisiana Police Department
29. Tulsa, Oklahoma Police Department
30. Nebraska State Highway Patrol
31. Philadelphia, Pennsylvania Police Department
32. Winslow, Arizona Police Department
33. Cranston, Rhode Island Police Department
34. Winchester, Virginia Police Department
35. St. Louis, Missouri Police Department
36. Colorado, Minnesota Police Department
37. Bexar County, Texas Police Department
38. Riverside County, California Sheriff's Office

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/91 BY SP5CJ/bee
#3233/3



ORIGINAL FILED IN

The Conference also approved the following ten alternates.

1. Alameda County, California Sheriff's Office
2. Barnwell, South Carolina Sheriff's Office
3. Lewiston, Idaho Police Department
4. Utah Highway Patrol
5. Orangeburg, South Carolina Police Department
6. Stockton, California Police Department
7. Danville, Virginia Police Department
8. Yankton, South Dakota Police Department
9. Atlantic City, New Jersey Police Department
10. Maine State Police

If approved, appropriate communications to the field will be prepared.

Those present were Messrs. Tolson, Glavin, Q. Tamm, Tracy, Nichols, Hendon, Acers, Ladd, Rosen, Mumford, and Hince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

April 28, 1943

LAM:JGM

THE DIRECTOR

The Executive Conference considered and approved the three attached form letters to be used by the Mechanical Section in transmitting to the field revised pages of the Manual of Rules and Regulations, National Defense Manual, and the Manual of Instructions.

Those present were Messrs. Tolson, Glavin, Q. Tamm, Tracy, Nichols, Hendon, Acers, Ladd, Rosen, Mumford, and Hince.

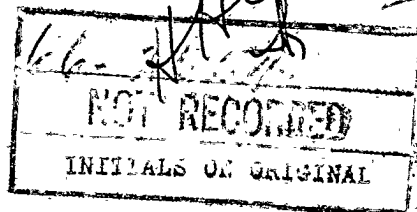
Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____ cc-Mr. Glavin
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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HEREIN IS UNCLASSIFIED
DATE 11/14/91 BY SP5C/162
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ORIGINAL FILED IN 100-34121-10

MAY 26 1943

LBN:RC

April 26, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Coffey, Piper, Nichols, Acers, Rosen, Ladd, Mumford, Carson and Hendon, considered the matter of acknowledging the receipt of the FBI Pledge for Law Enforcement Officers signed by either regular or auxiliary police.

This matter came up by reason of the fact that recently several auxiliary police have signed the pledge and requests have been received for additional copies based upon the fact that the signer received the letter from the Director.

The Conference unanimously recommended that we no longer acknowledge the FBI Pledge for Law Enforcement Officers which are forwarded to the Bureau and placed on file.

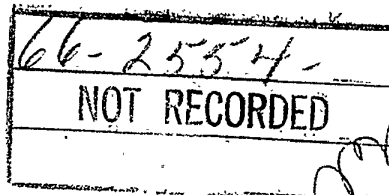
Respectfully,
For the Conference

ALL INFORMATION CONTAINED
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DATE 4/11/91 BY SP52/lhce
#323013

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy cc - Mr. Glavin
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



177
MAY 11 1943

1656
66-6145

WRG:FF

April 28, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Coffey, Piper, Nichols, Acers, Rosen, Ladd, Mumford, Carson, Hendon, and Glavin considered the suggestion of Tom Scott of the Chief Clerk's office regarding the policy of the Bureau relative to furnishing a Special Agent with an air priority when he takes annual leave while on official travel. Mr. Scott pointed out that it is customary for the Bureau to issue air priority from the place of leave to office of assignment; that an Agent traveling between Washington and his office of assignment, San Francisco, from Training School may stop in Chicago for a week's annual leave, at which time he would be furnished with a priority from Chicago to San Francisco.

The Conference was advised that from time to time the Department returns such vouchers suggesting that we may desire to suspend the difference between air travel and first class rates in such cases. The Chief Clerk's office is of the opinion that the Bureau should discontinue this particular policy and that, if a man is authorized to take leave enroute to his office of assignment, we should not certify an air priority for him to use air transportation from his point of departure to his place of leave. The Conference is unanimously of the opinion that this policy should be adopted.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Should the Director approve, the appropriate notification will go forward to the Field immediately.

Respectfully submitted,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/11/96 BY sps/bce

#323073

Glyde Tolson
Chairman

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W. R. Glavin
Secretary

INITIALS ON

ORIGINAL FILED IN 66-2918-230K

59 JUN 5 1943

April 23, 1943

LAH:JCH

THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Pieper that the rules with reference to the preparation of investigative reports be amended to provide that under the heading "Date When Made" there should be set out the date on which the report leaves the field office rather than the date on which the typist types the first page of the report. Normally, the typist inserts the current date on which she types the first page of the report. If it is a very lengthy report and takes several days to complete, the date shown on the first page of the report will not coincide with the date on which the report leaves the office.

The Executive Conference felt that there was no objection to the variation which exists under the present rules. It occurs infrequently and it does not have any special significance. To change the rule would require re-instructing all of our employees. It would also require that whenever a stenographer typed a rather lengthy report, she would have to go back to the first page and insert the date on which she completed the report.

RECOMMENDATION: The Conference felt that the change in procedure suggested was unnecessary and unwarranted. A letter to Mr. Pieper has been prepared for approval.

Those present were Messrs. Tolson, Glavin, Q. Tamm, Tracy, Nichols, Hendon, Acers, Ladd, Rosen, Mumford, and Hince.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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HEREIN IS UNCLASSIFIED
DATE 4/14/91 BY SP5/bce

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Federal Bureau of Investigation
UNITED STATES DEPARTMENT OF JUSTICE
Washington, D.C.

MWA:EEM

April 28, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Glavin, Tracy, Piper, Coffey, Hendon, Ladd, Mumford, Rosen, Nichols and Acers, considered the proposed school for Bureau Field Office Chief Clerks

The Conference recommended that the school be divided into two sections of one week duration to begin on May 24 and June 7. Chief Clerks should attend from all Field Offices, and the following Offices should have two Chief Clerk's Office employees in attendance, one in each class: Boston, Chicago, Cleveland, Detroit, Los Angeles, Miami, Newark, Philadelphia, San Francisco, and Washington, D.C. The New York Office should have four ranking Chief Clerk's Office employees, two in each class.

Classes will be held from 9:00 A.M. to 6:00 P.M. in accordance with present Field Office hours. Each class will last six days from Monday through Saturday at 4:00 P.M. in accordance with the following curriculum:

- | | | |
|---|-------------------------|-------------|
| 1. Organization, Seating, and Roll Call | Mr. Hince or Mr. Acers | 1/4 hour |
| 2. Discussion of Delinquencies Discovered | | |
| During Field Office Inspection of | | |
| Chief Clerk's Offices | Mr. Acers | 3 hours |
| 3. Totalitarianism | Mr. Morgan | 1/2 hour |
| 4. Tour of Bureau | Mr. McGuire and | |
| | Tour Leader | 1 1/2 hours |
| 5. Tour of Files | Mr. Patterson | 1 hour |
| 6. Records and Communications | Mr. Nichols and Staff | 2 hours |
| 7. Monthly Administrative Report, | | |
| Rationing, Purchases of Office | | |
| Supplies and Equipment, Leave, Auto | | |
| Accident and Compensation Forms, | | |
| Contracts and Vouchers, Inventory | | |
| Records | Mr. Glavin and Staff | 1 day |
| 8. Open Forum | Mr. Hince or Mr. Acers | 3 hours |
| 9. Chief Clerk's Manual | Mr. Hince and Mr. Acers | 22 hours |

The above curriculum was unanimously approved by the Conference.

The Conference recommended that a photograph of each school be taken.

Respectfully,
for the Conference

"OK"
H.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/91 BY SP5C/jpc

CC - Mr. Glavin

Clyde Tolson,
Chairman

W.R. Glavin,
Secretary

64-2554-
NOT RECORDED

AR/bw

April 28, 1943

THE DIRECTOR

man
The Executive Conference attended by Messrs. E. A. Tamm, Quinn Tamm, Nichols, Glavin, Tracy, Hince, Coffey, Hendon, Mumford, Ladd, and Rosen, considered the attached proposed Bureau Bulletin with reference to qualifying Accountants in bankruptcy cases.

The difficulty experienced in accounting phases of bankruptcy investigations was pointed out. The conference is in unanimous agreement that Special Agents should continue to be allowed to work general bankruptcy matters but that all accounting phases of bankruptcy investigations should be handled by Agents who have qualified to handle this type of work.

In addition, close supervision will be given at the Seat of Government to enlarge the present list of Special Agent Accountants who are qualified to handle this work, and the Special Agents in Charge are instructed to make every effort to qualify new Accountants under proper Field supervision in this type of accounting work.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

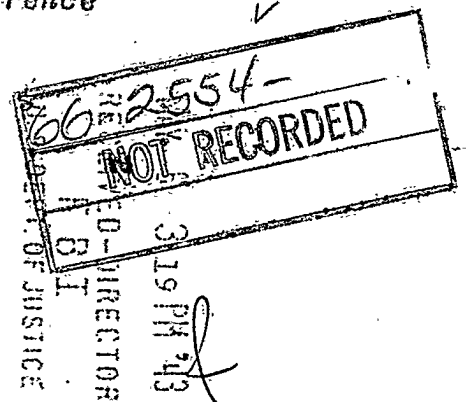
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DATE 4/11/91 BY 350/bce

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Attachment



JUN 7 1943

MEMO

April 30, 1943

The Director

0
The Executive Conference, consisting of Messrs. Tolson, Glavin, Coffey, Ladd, Mumford and Acers, considered the request of Special Agent in Charge Soucy to consider the application of the Maryland State Police to send a representative to the July session of the FBI National Police Academy. Special Agent in Charge Soucy explained that Colonel Beverly Ober has just obtained the appropriation necessary to send a representative to the Academy and he is extremely anxious to get a representative into the July session.

The Conference unanimously approved placing the Maryland State Police representative above the Montgomery County Police of Rockville, Maryland, and the Prince George County Police of Hyattsville, Maryland, in accordance with Mr. Soucy's request, thereby including the Maryland State Police in the approved list for the July session.

If this is approved, an invitation will be extended to the Maryland State Police.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
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Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
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DATE 4/11/91 BY SP5CJ/bee

323013

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NOT RECORDED

ORIGINAL FILED IN 1-2/62-6

WRG:lrd

April 30, 1943

MEMORANDUM FOR THE DIRECTOR

The ⁰Executive Conference consisting of Messrs. Tolson, Tracy, Quinn Tamm, Nichols, Acers, Piper, Carson, Ladd, Hince, Rosen, Mumford, Coffey and Glavin considered a suggestion submitted by SAC Abbaticchio of the Houston Office regarding the securing of personnel for the Seat of Government.

SAC Abbaticchio states that while very few people presently employed as Stenographers and Typists in the various field offices desire out and out transfers to Washington, D. C., possibly one in every ten field clerical employees would be willing to accept a transfer to Washington with the understanding that they would be returned to their respective offices after a period of four or six months of Washington duty. He points out that it, of course, would be necessary for the Bureau to pay the expenses of these employees both ways; however, the Bureau could, by following this particular method over a period of extreme stress at the Seat of Government, secure the services of several who are experienced Clerks. SAC Abbaticchio points out that replacements could undoubtedly be secured in the field without any great difficulty.

The Conference feels that it would be undesirable to institute such a policy, that we would have to pay travel expenses and per diem Mr. Tolson says for employees, they would be coming to Washington for a fixed Mr. E. A. Tamm assignment of approximately six months and they would have Mr. Clegg replaced in the field service by new employees. By the time they Mr. Coffey fully qualified for Seat of Government duty it would be necessary Mr. Glavin majority of instances to transfer these employees back to the Mr. Ladd office, thereby creating a surplus of employees in the field Mr. Nichols.

Mr. Rosen
Mr. Tracy Subject to the Director's approval there is attached hereto
Mr. Clegg communication to SAC Abbaticchio concerning this matter.

Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/19/91 BY SP3/BCE
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Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

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W. R. Glavin, Secretary

Attachment

LBH:WGR

May 1, 1943

THE DIRECTOR

The ~~Executive~~ Conference consisting of Messrs. Tolson, Mumford, Ladd, Hendon, Carson, Coffey, Glavin, and Nichols, considered Mr. Skousen's suggestion that we return to double spacing teletype messages. He pointed out that when we adopted the practice of single spacing messages in May, 1942, it was because of an acute paper shortage. It has been ascertained that there is no paper shortage in the type of paper used on the teletype machines.

The Conference was unanimously in favor of the Bureau returning to the old practice of double spacing the teletype messages as they are more readable. If approved, an appropriate memorandum is attached.

Respectfully,
For the Conference,

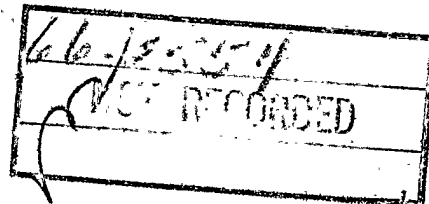
Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC - Mr. Glavin

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DATE 4/11/91 BY SP5CJ/KCE
#323013



ORIGINAL FILED IN

220:17

May 12, 1943

THE DIRECTOR

Mr. Coffey recommended the purchase for each field office and five for the Laboratory of a new type 110-volt power operated detectaphone amplifier.

The Bureau presently has a considerable number of small briefcase detectaphones. These are battery operated, the batteries being carried inside the briefcase. The whole presents a well-camouflaged and compact little unit and has effectively served the Bureau for a number of years. The batteries on the larger model normally furnish seven days' service and somewhat less on the smaller model.

In recent months several suggestions have come in from the field indicating the need for a detectaphone outfit which could be operated by plugging into regular house current instead of using batteries...it appears that the field has existing a number of plants which have been and will be in operation at fixed points for a long period of time, sometimes as long as six months. The changing of batteries and the carrying of batteries in and out of the plant, together with the difficulty in readily buying batteries locally these days, has caused the field to suggest that these long time plants would be better served if a suitable detectaphone could be designed that would operate from electric house current.

The Laboratory has completed experimentation and design of such a unit. The same would cost about \$90 each, or a total expenditure of about \$5400.

The Conference on May 11, 1943, consisting of Messrs. E. A. Tamm, Rogers, Carson, Coffey, Glavin, Hince, Ladd, and Mumford unanimously approved this purchase.

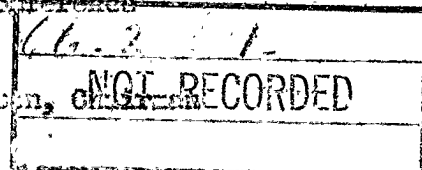
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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HEREIN IS UNCLASSIFIED

DATE 4/14/91 BY SP5CJ/bce
#328018

Respectfully,
For the Conference

Clyde Tolson, Chairman
W. R. Glavin, Secretary



ORIGINAL COPY FILED IN 66-2-1

pc
April 5, 1943

LAN:JGM

THE DIRECTOR

0
The Executive Conference recommended that the In-Service class which will be in Washington on Saturday and the Assistant Special Agent in Charge school which will be in Washington on Saturday both attend the graduating exercises for the FBI National Police Academy on April 10th.

It has already been approved for the New Agents' classes in Washington.

Those present at the Executive Conference meeting were Messrs. Tolson, Coffey, Hendon, Acers, E. A. Tamm, Q. Tamm, Carson, Tracy, Glavin, Nichols, and Hince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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DATE 11/29/90 BY SP5CJ/bce
#323,013

cc-Mr. Glavin

66-2554-2023
NOT RECORDED

ORIGINAL FILED IN 1-4-53

April 6, 1943

CCG:HL

THE DIRECTOR

RE: SECTION 9,
MANUAL OF RULES AND REGULATIONS

On March 5, 1943, the Executive Conference approved certain changes in Section 9 of the Manual of Rules and Regulations, and a proposed draft pursuant thereto is presently in the Mechanical Section awaiting printing.

The following changes in that draft are deemed appropriate for the dual purpose of maintaining close supervision over Confidential Informants and for the purpose of clarifying to the Field the Bureau's policies and procedures concerning them.

1. The definitions of Confidential, General Investigative, Confidential National Defense and Confidential Plant Informants are changed. The definitions of the Confidential, General Investigative and Confidential National Defense Informants are changed for the purpose of including the condition that the informants actually furnish information to the Bureau rather than merely be in a position to furnish information to the Bureau.

The definition of a Confidential Plant Informant is changed for the purpose of including facilities of importance to the National Defense, other than industrial plants, such as airports, railroad yards, marine terminals, etc.

2. The second basic change is that which relates to the discontinuing of the services of an informant. This change provides that the informant's services should be discontinued and his index card canceled when he ceases to be effective. It stresses the necessity for SAC's to maintain their indices in a current status and to get rid of the "dead wood."

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

This section, which is Section 9A-7, supersedes the section which sets an arbitrary time of two years, at the expiration of which informant cards should be canceled if the informants have not been productive.

3. The third change is in the definition of a source of information. The new definition omits the word "openly" in referring to sources of information, thus admitting the existence of certain organizations and individuals as sources of information whose identities should not be revealed in reports, in other words, confidential sources of information.

Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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Page Two

The other changes which necessitate the substitution of the proposed draft attached hereto for the draft presently in the Mechanical Section are merely changes in organization and phraseology which emanate from the above-mentioned three basic changes.

Respectfully,

D. H. Ladd

Attachment

[illegible]

April 5, 1943

LAH:JGN

THE DIRECTOR

The Executive Conference considered favorably the suggestion that copies of monthly administrative reports contained in Bureau field office administrative files be destroyed after they are one year old. It was pointed out by the Conference that the originals are on file at the Bureau. It was also pointed out that this would save several volumes of file space in each field office.

Those present at the Executive Conference meeting were Messrs. Tolson, Coffey, Hendon, Acers, E. A. Tamm, Q. Tamm, Carson, Tracy, Glavin, Nichols, and Hince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

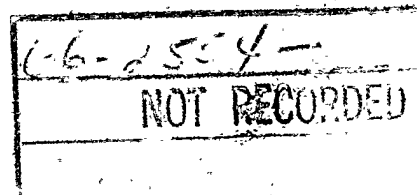
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#323013

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin



ORIGINAL FILED IN 100-111

April 5, 1943

TRG:FG

THE DIRECTOR

The ⁰Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Nichols, Rosen, Mumford, Carson, Ladd, Hince, Piper, Hendon, and Glavin considered and approved a change in the Manual of Rules and Regulations pertaining to leave. The change points out that at the present time only one copy of a leave slip must be forwarded to the Bureau since authority has been given to the Special Agent in Charge for approval of a period of two weeks leave.

Should the Director approve, the attached suggested changes of the Manual of Rules and Regulations will be made.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

E. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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EPC:GWH

March 1, 1943

THE DIRECTOR

0
The Executive Conference on February 25, 1943, consisting of Messrs. Tolson, Clegg, Tracy, Hendon, Mumford, Ladd, Nichols, Piper, Q. Tamm, Carson, Glavin, and Coffey, considered the attached bulletin for the field prepared by Mr. Coffey in the Laboratory. This bulletin indicates that the Bureau desires to bring to the attention of the field the fact that the services of the Bureau's Laboratory are still available to law enforcement agencies in all types of technical examinations except handwriting comparisons. The reason for desiring to issue this notice at this time is the fact that the so-called police cases in the Laboratory have been dropping off, and Mr. Coffey feels that this is attributable to a large extent to a belief on the part of police authorities that the FBI is presently too busy with its own war cases and do not wish to bother the FBI by asking for a Laboratory service.

The majority of the conference was in favor of issuing the bulletin as prepared, those so voting being Mumford, Ladd, Carson, Nichols, Piper, Q. Tamm, Coffey, and Glavin.

A minority of Messrs. Tolson, Clegg, Tracy, and Hendon were opposed to the issuance of the bulletin. It was their view that the heavy volume of work now carried by the Bureau was such that it was unwise to do any undue seeking of additional work at this time. In this connection they were advised that in the Laboratory there is presently a delinquency of about 300 cases in the Document Section, but that in other sections, there is not a serious delinquency.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/29/90 BY SP5CJ/bce

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NOT RECORDED

APR 18 1943

ORIGINAL FILED IN 70-1-5-30-11

March 17, 1943

NRG:YG

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/14/91 BY SP5C/162
#323013

THE DIRECTOR

The ⁰Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Piper, Quinn Tamm, Coffey, Nichols, Acers, Hendon, Clegg, Ladd, Mumford, Rosen, and Glavin considered certain incoming correspondence of an accounting nature as to whether it should or should not be retained in our regular files.

1. Regarding letters setting forth the relative cost of shipping household goods by both railroad freight and motor van, the Budgetary Section of the Chief Clerk's Office feels that this information must be included in our files since the General Accounting Office may at some later date in auditing vouchers request information pertaining to bids received which is contained in communications of this type.

2. Consideration was given to the retention of communications which grant authority to use personally-owned automobiles and the approximate date an Agent arrives at his new office of assignment. The Movement Section of the Chief Clerk's Office feels that such letters should be retained so that they can be checked at any future date as to the accuracy of the establishment of headquarters of an Agent or whether that Agent had authority to use his personally-owned automobile.

3. Letters advising the Bureau that bills of lading had been issued to Agents to cover transportation of their personal effects and household goods are not necessary and need not be

Mr. Tolson replied.

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey transporting household goods and setting forth relative costs as

Mr. Glavin result of bids received, after these communications are received

Mr. Ladd and checked in the Voucher and Budget Sections they are no longer

Mr. Nichols necessary and can be destroyed.

Mr. Rosen

Mr. Tracy

Mr. Carson the future and items 1 and 2 be retained in our files for the

Mr. Hendon present.

Mr. McGuire

Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

4. Regarding letters advising the approximate cost of transporting household goods and setting forth relative costs as result of bids received, after these communications are received and checked in the Voucher and Budget Sections they are no longer necessary and can be destroyed.

RECORDED

EX - 46

The Conference recommends that items 3 and 4 be destroyed

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

61 JUN 22 1943

ORIGINAL FILED IN 16-3665-1167

Office

May 11, 1943

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Ladd, Mumford, Hince, Hendon, Rosen, Nichols, Acers, Coffey, Carson and Quinn Tamm being present, considered a suggestion submitted by an Agent Supervisor in the Identification Division that employees be permitted to work Sundays, when they so desire and thereby earning a day off during the week. The Supervisors of the Identification Division feel that this would cut down annual leave and also sick leave to a great extent, inasmuch as the working hours of the Bureau are now such that it is impossible for the employees to do any shopping or take care of personal business during the week.

The Conference is unanimously of the opinion that a schedule should be worked out permitting the employees to work on Sundays and at their own request so that they may have a day off during the week. The working on Sundays would have to be controlled as to the number of employees permitted to work any given Sunday and the supervision of the employees.

If you approve a schedule will be worked out for this purpose.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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DATE 4/14/91 BY SP5 CJP/bce
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ORIGINAL FILED IN 66-7864-42

JUN 11 1943

May 11, 1943

LAH:JGM

THE DIRECTOR

0
The Executive Conference considered the suggestion of Special Agent in Charge A. H. Belmont that the Bureau's rules with respect to the assignment of newly appointed Special Agents in their first field office be changed. The present rule is that the new agent should spend the first two weeks in his first office of assignment working on applicant cases. The second two weeks he spends working with a more experienced agent. Mr. Belmont suggests that the assignments be reversed so that when the agent starts work on applicant cases, he will have the benefit of the two weeks experience with an older agent.

Mr. Glavin pointed out that the present volume of applicant cases in the field is greater than ever before and it would be desirable to retain the present rule.

In view of the applicant case load and the desirability for expediting these investigations, the Conference favored the retention of the present rule.

If approved, Mr. Belmont will be advised by a letter which has been prepared.

Mr. Tolson _____ Those present at the Conference were Messrs. E. A. Tamm,
Mr. E. A. Tamm _____ Glavin, Coffey, Nichols, Rosen, Mumford, Ladd, Carson, Acers, and Hince.
Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Respectfully,
For the Conference

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HEREIN IS UNCLASSIFIED
DATE 11/11/94 BY SP5CJH/EE

Clyde Tolson
Chairman

66-2554-
NOT RECORDED

W. R. Glavin
Secretary

cc-Mr. Glavin 256
50 MAY 31 1943

INITIALS ON ORIGINAL

ORIGINAL FILED IN 1-48-27

WRG:1rd

May 10, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Mumford, Carson, Tracy, Hendon, Hince, Quinn Tamm and Glavin considered a suggestion submitted by Mr. Pieper of the San Francisco Office concerning the securing of priorities for travel from San Francisco to Honolulu.

It was pointed out that under the present regulations the Post Director's Office at San Francisco has requested written authority for the transportation to Honolulu of every person in civilian life; that up to the present time this authority has been telephonically furnished by the San Francisco Office; however, it is felt that written authorization will be necessary in the future.

The Conference recommends that in the future as Agents are transferred to the Honolulu Office that at the time the transfer order is issued, an appropriate communication be prepared for the Post Director's Office of the 12th Naval District, San Francisco, California, establishing the necessary authority for transportation by that office, at the same time, the employee under transfer being advised that it will be necessary for him to advise the San Francisco Office as to the date of his availability for departure from San Francisco.

Mr. Tolson _____ Should the Director approve this suggestion the San
Mr. E. A. Tamm _____ Office will be appropriately notified.

Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

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DATE 4/11/92 BY SP52/62
#323013

W. R. Glavin, Secretary

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56 JUN 28 1943

ORIGINAL FILED IN 66-2600-191

May 11, 1943

LAH:JGM

THE DIRECTOR

The Executive Conference considered the question of holding a retraining school for graduates of the FBI National Police Academy during the present year. This matter had previously been considered and had been deferred for reconsideration on May 1st.

The Conference with the exception of Mr. Coffey was unanimously in favor of omitting the 1943 retraining school on the following grounds:

1. Travel by automobile on the part of NPA graduates would be difficult because of gasoline rationing.
2. Travel by train would probably be inconvenient and contrary, generally, to the desires of the Office of Defense Transportation.
3. Living conditions will be very crowded and hotel space will be difficult to obtain, particularly in the NPA price classification.
4. A great number of the better NPA graduates are in the FBI as Special Employee Agents and come to the Bureau in retraining schools.
5. A considerable number of NPA graduates are in ONI and G-2 and the military services generally.
6. Because of food conditions banquets may be very difficult to arrange for large groups.

Mr. Coffey was of the opinion that the Bureau should hold a retraining school even though it was attended by a very small group. He suggested that even ~~Mr. Tamm~~ only fifty attended and even if it were necessary to hold the retraining school ~~Mr. Elin~~ in ~~San Francisco~~ city, it would be desirable in order to maintain the historical continuity ~~Mr. Coffey~~ of the retraining session.

Mr. Coffey Those present were Messrs. E. A. Tamm, Glavin, Coffey, Nichols, Rosen, Mr. Glavin, Mumford, Ladd, Carson, Acers, and Hince.

Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc-Mr. Glavin

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Original cannot be located
and is not on record. When
original is received in files
it will be filed either
in file or may be given
to file.

7/6/43
CAG
LTS

May 11, 1943

LAH:JGM

THE DIRECTOR

The Executive Conference approved the following dates for the 1944 sessions of the FBI National Police Academy:

24th Session - January 10 to April 15, 1944

25th Session - April 17 to July 22, 1944

26th Session - July 24 to October 28, 1944

If approved, the field will be advised.

Those present were Messrs. E. A. Tamm, Glavin, Coffey, Nichols, Rosen, Mumford, Ladd, Carson, Acers, and Hince.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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Clyde Tolson
Chairman

W. R. Glavin
Secretary

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JUN 1 1943

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May 11, 1943

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Hince, Nichols, Tracy, Ladd, Mumford, Rosen, Carson, Hendon and Quinn Tamm being present, considered a suggestion submitted by L. L. Hannaford of the Technical Section of the Identification Division that the Bureau consider the possibility of forming a Public Speaking Class which would help prospective applicants for the Special Agent position, as well as those employees who have been rejected for the position of Special Agent because of their reticence and nervousness. It was pointed out that numerous employees of the Identification Division have been rejected as Special Agent applicants upon interview even though they are educationally qualified because they cannot carry on a suitable conversation with the interviewing official or do not have the poise or knack of meeting people easily. It is also noted that employees of the Bureau have been returned from Special Agent Classes with the criticism that they could not easily meet people or properly represent the Bureau on the witness stand.

The Conference with the exception of Messrs. Nichols, Hendon and Ladd believe that a Public Speaking Class should be organized for such employees so that they may have proper instruction in public speaking and in freely meeting and discussing their problems with other persons.

It is felt by the majority of the Conference that such a school would be profitable to the Bureau and would undoubtedly develop Agent material.

The school should be conducted by the Training Division and be held on the employees' own time. It is felt that there are approximately twenty-five employees in the Bureau who would benefit by such a course.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

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DATE 4/11/91 BY SP3/BJE
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Clyde Tolson, Chairman

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58 SEP 16 1943

W. R. Glavin, Secretary

61 SEP 1943

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DHL:mm

May 28, 1943

~~CONFIDENTIAL~~

THE DIRECTOR

~~CONFIDENTIAL~~

The Executive Conference on May 26, 1943, attended by Messrs. E. A. Tamm, Coffey, Glavin, Rosen, Tracy, Quinn Tamm, Hendon, Acers, Mumford, and Ladd, considered the question of purchasing an automobile for the use of the Legal Attache and other Agents in Montevideo, Uruguay. It was pointed out to the Conference that an automobile was very necessary in covering the numerous leads and in conducting surveillances; that it was not possible to rent automobiles or obtain gasoline there without having diplomatic plates; that there was available at the present time a 1941 four-door Ford Sedan in excellent condition for \$1700, which is a very reasonable price.

The Conference was unanimously in favor of purchasing this car. In the event you approve, there is attached hereto a radiogram to Montevideo authorizing this purchase.

Respectfully,
For the Conference

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WHERE SHOWN OTHERWISE.

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo - Mr. Tamm _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

~~CONFIDENTIAL~~

RECORDED

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| FEDERAL BUREAU OF INVESTIGATION |
| G - JUN 5 1943 |
| U. S. DEPARTMENT OF JUSTICE |

Original Filed in 64-4478-90

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MWA:MMH

June 2, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Tracy, Coffey, Nichols, Hendon, Hince, Ladd, Mumford and Acers, considered and unanimously approved the proposal of Mr. Acers that the Hygiene Bureau in the Justice Building be closed at 9:00 p.m. each night, due to the fact that there are only 108 employees on duty.

It was pointed out that a check of the records on the Health Service for the past month reveals that the number of calls made on the Health Service has been between 4 and 6 between 8:30 p.m. and midnight. The closing of the Hygiene Bureau at 9:00 p.m. will permit an additional nurse, which is needed in the Armory, to be in attendance at that point during the day.

If approved by the Director, appropriate instructions will be issued to close the Hygiene Bureau at 9:00 p.m. and re-arrange the schedule of personnel to make an additional nurse available in the Armory.

Respectfully,
For the Conference

Clyde Tolson
Chairman

cc: Mr. Glavin

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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April 15, 1943

THE DIRECTOR

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Adm. Serv. Div.
H. H. H.

The Executive Conference consisting of Messrs. Tolson, Ladd, E. A. Tamm, Mumford, Hendon, Carson, Coffey, Quinn Tamm, Glavin, Tracy and Nichols considered the following list of names as potential speakers before graduation exercises of the FBI National Police Academy.

The Conference unanimously recommended that it would be desirable to have any one of the individuals listed address future graduation exercises. The Conference specifically recommends that invitations be extended immediately to the following for the next graduation exercises:

- (1) Cordell Hull, Secretary of State
- (2) General Hugh A. Drum
- (3) General Brehon B. Somervell
- (4) William Jeffers, Rubber Administrator

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

The Conference felt that in the event Cordell Hull or General Drum declined then invitations should be extended to the other two individuals.

The following is a list of names recommended by the Conference as possible speakers:

Governor John W. Bricker of Ohio
Governor Harold E. Stassen of Minnesota
Governor Earl Warren of California
Chester Davis, Food Administrator
Dan Tobin, Vice President of American Federation of Labor and President of the Teamsters Union
Justice Wiley Rutledge
Justice Felix Frankfurter
Senator Robert A. Taft of Ohio
Charles Wilson, Vice Chairman of WPB

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Memorandum for the Director -2-

Senator Frederick Van Nuys of Indiana
K. T. Keller, President of Chrysler Corporation
Senator Alexander Wiley of Wisconsin
Congressman Clarence Cannon of Missouri, Chairman
of the House Appropriations Committee
Congressman Louis C. Rabaut of Michigan
Congressman Joseph W. Martin of Massachusetts
Congressman Albert E. Carter of California
Congressman Sam Rayburn of Texas
Francis P. Matthews, President of the Knights of
Columbus
Senator Walter F. George of Georgia

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

cc - Mr. Glavin

Mr. Tolson_____
Mr. E. A. Tamm_____
Mr. Clegg_____
Mr. Coffey_____
Mr. Glavin_____
Mr. Ladd_____
Mr. Nichols_____
Mr. Rosen_____
Mr. Tracy_____
Mr. Carson_____
Mr. Harbo_____
Mr. Hendon_____
Mr. McGuire_____
Mr. Mumford_____
Mr. Piper_____
Mr. Quinn Tamm_____
Mr. Nease_____
Miss Gandy_____

WRG:pb

April 15, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Quinn Tamm, Coffey, Acers, Carson, Hendon, Mumford, Piper and Glavin considered an automobile accident involving Special Agent Haymaker of the Chicago office, with damages totaling \$22.75.

For the Director's information, the details of the accident are as follows:

At 2 p.m. on January 28, 1943, the above Agent, when driving a Bureau owned automobile, collided with an automobile owned and operated by one Lawrence Egelhoff of Chicago, Illinois.

Special Agent Haymaker stated that the Bureau car was proceeding down the street car tracks on a street containing two lanes of traffic in each direction separated by two sets of street car tracks. The Bureau car stopped at a red light at the intersection with traffic signals on all four corners. A large semi-trailer truck heading in the opposite direction on the same street was also waiting for the traffic light to change. When the traffic light changed, the truck driver motioned to the Bureau car to proceed in making a left turn at the intersection. As the

Bureau car made the left turn, the rear end of the Bureau car was struck by a car driven by Egelhoff which was proceeding along the street in the same direction as the truck and on the right side thereof.

Agent Haymaker stated that weather conditions were good, and the pavements were dry and clear. He stated he did not see Egelhoff's car until almost the moment of the impact.

Egelhoff stated that the traffic light was red when he was about half way in the middle of the block approaching the intersection and when the light turned green, he accelerated his car and judged that about the time he reached the intersection he was going from 25 to 30 miles per hour. He stated that the truck was stopped at the intersection on the car rails but going in the same direction and there was a car in front of the truck and a car in the traffic lane to the right of the truck when

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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| INITIALS ON ORIGINAL |

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the signal changed, the car in front of the truck crossed the intersection and the car in the same traffic lane as Egelhoff turned right at the intersection and as the truck started, Egelhoff pulled along the right side to pass and did not see the Bureau car until the moment the car was right in front of him.

Drayton states that Egelhoff was responsible for the accident and efforts should be made by the Bureau to collect the cost of repairs to the Bureau car.

For the Director's information there is attached immediately following a diagram sketch of the accident in question. It is interesting to note the position of the cars in question. The Bureau car is labeled "A", Egelhoff's car is labeled "B", and the trailer truck is labeled "C". It is noted that Haymaker's car was going from north to south on Western Avenue. The trailer truck and Egelhoff's car were going from south to north on Western Avenue.

The Conference, with the exception of Glavin, is of the definite opinion that our Agent was not responsible for the accident and that the accident was caused primarily by the negligence of Egelhoff in passing the truck and hitting our car. Glavin is of the definite opinion that the Special Agent was responsible. He was going from north to south on Western Avenue. There are four lanes of traffic on Western Avenue; further, it is entirely legal for a car to continue on a right lane or a left lane coming from south to north. The driver of the truck states he motioned our Agent on and the Bureau Agent begins to make the left turn. Egelhoff coming straight through has the right of way and is entirely legal regardless of the 25 miles per hour estimated, and isn't aware of the Bureau car until he has passed the truck and hits it.

Glavin thinks it is the responsibility of anyone in making a left turn to be sure that the straight through traffic is not impeded. This particular traffic regulation is most elementary. Glavin, therefore, feels that this Agent should pay for the damage to the Bureau car.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Should the Director approve the majority opinion of the Conference, the Special Agent in Charge of the Chicago office will be appropriately advised.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

WRG:FF

April 28, 1943

FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Coffey, Piper, Nichols, Acers, Rosen, Ladd, Mumford, Carson, Hendon, and Glavin considered the suggestion submitted by Special Agent in Charge Conroy of the New York office concerning emergency personnel.

Conroy advised the Bureau that the applicants coming into the New York office expressed interest in working at the Bureau during the summer vacation from June 23rd to September 15th, returning to their homes in New York City after the summer vacation to continue school. The majority of the Conference recommended that the Bureau approve the securing of such employees, feeling that the Bureau would have these employees for approximately three months and that they could assist us very much in handling our present volume of work. Glavin was of the very definite opinion that the employment of out-of-town temporary employees would be most undesirable. It is true that the Bureau would probably have them for three months. However, the cost involved in the hiring of these employees would

overshadow the benefits that would come to the Bureau. It would be necessary to completely investigate these employees. In many instances we would find that the investigations would be delayed for long periods of time and it is entirely possible that an employee might be on duty for a month or more before we could determine that the investigation had not been satisfactory.

Glavin does not feel that the appointing of out-of-town clerks is the same as the appointing of part time clerks in Washington, since in Washington we have these clerks two hours a day the year around, in addition to shorter vacation periods, every Saturday during the regular summer vacation. It is felt that the Bureau benefits through the appointment of such part time employees in Washington. We know that they have had good school records or they

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGowan
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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would not have been recommended to us by the schools, and we have their services throughout the year even they do not work a full day every day.

Should the Director approve the majority recommendation of the Conference, appropriate notification in this regard will go forward to the Field.

Respectfully submitted,
For the Conference

Clyde Tolson
Chairman

W. D. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

C MAJ
O
P
Y

Federal Bureau of Investigation
UNITED STATES DEPARTMENT OF JUSTICE
Washington, D.C.

EFC:AF:RM

May 12, 1943

MEMORANDUM FOR THE DIRECTOR

The executive Conference on May 12, 1943, considered the recommendation of Mr. Coffey that the Bureau purchase for each of its Walkie-Talkie radio units an accessory in the form of a dry-cell battery eliminator. The eliminator will operate on regular AC electric house current and thus permit the use of the Walkie-Talkie in an extended plant in a fixed location in a house or apartment without the necessity for the daily change of battery where the radio use is heavy. Mr. Coffey pointed out that the Walkie-Talkies as originally designed are intended for short-time field use from a battery supply in such a manner that they can be put into instant use anywhere independent of an electrical house current. Recently, however, the field has found a need somewhat different from the original uses contemplated. This need is for the use of the Walkie-Talkie radio sometimes over a period of months in a permanently fixed plant. The Chicago office had one of these eliminators made locally and used it with some degree of success. An excessive hum, however, caused the chief disadvantage.

This hum has now been removed in circuits designed in the Laboratory. The accessory as designed by the Laboratory can be purchased at approximately \$70 each, a total cost of about \$2,100 for 30 units.

The Conference, consisting of Messrs. Rosen, Mumford, Tracy, Coffey, Hendon, Nichols, Hince, Acers, Carson, Q. Tamm, Glavin and Tolson unanimously approved the purchase of these eliminators. In the event the Director approves, specifications are attached hereto for the use of the Chief Clerk in placing the order.

Respectfully,
For the Conference

"O.K."
H

Clyde Tolson, Chairman

cc-Mr. Glavin
Attachment

W.R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/4/91 BY SP5CJ/bce
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ORIGINAL FILED IN 66-3554-2030

LAN:DEM

May 5, 1943

THE DIRECTOR

RE: RUSSELL GEORGE HASKIN
CHIEF OF POLICE, BOISE, IDAHO
NFA APPLICANT

The Executive Conference, those present being Messrs. Tolson, Ladd, Glavin, Carson, Coffey, Acers, Nichols, Q. Tamm, Hendon and Hince, reconsidered the case of Chief Haskin who has previously been disapproved for attendance at the FBI National Police Academy.

The facts are that Haskin is 36 years of age and 18 years ago, when he was 18 years of age, he was charged with rape. He was arrested and released under a thousand dollar bond. At the preliminary hearing the complainant testified that she was 17 years of age and she accused Haskin of rape. Haskin offered no evidence and did not testify. He was held for trial. Subsequently, the complainant appeared in court and stated that, for the best interests of all parties and because of a lack of evidence, she did not desire to prosecute. The case was dismissed. The family settled the matter out of court.

Haskin is Chief of Police in the capitol city of Idaho. The SAC, Mr. Logan, recommends strongly that the Bureau's decision be reconsidered. He pointed out that Chief Haskin is anxious to attend the Academy and that Chief Haskin would appreciate a very thorough investigation being made of the charge. He states that he was innocent and he would have no objection to the Bureau conducting an investigation including an interview with the complainant in the original rape case.

Mr. Tolson _____ Messrs. Ladd, Glavin, Carson, Coffey, Acers, Nichols and Mumford were of the opinion that Chief Haskin should not be barred because of an 18 year old charge which he was not convicted.
Mr. Coffey _____
Mr. Glavin _____ Messrs. Tolson, Q. Tamm, Hendon and Hince were of the opinion that the Bureau should not accept Chief Haskin. It is true he was not convicted. However, he was not tried and there was simply a withdrawal of the prosecution because the complaining witness requested the matter be dropped and there was an indication the matter was settled out of court. The charge was a serious one and inasmuch as it was never determined whether or not Haskin was guilty, those named above felt that the Bureau should not take a chance in this instance.

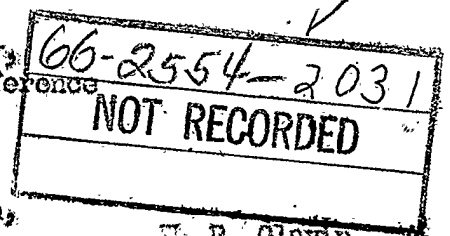
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/14/91 BY SP5C/bce

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary



ORIGINAL FILED

60 MAY 29 1943
Mr. Glavin

WRG:ATW

May 4, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nichols, Ladd, Mumford, Hince, Hendon, Coffey, Quinn Tamm, Acers, Carson, Rosen and Glavin considered the desirability of furnishing gasoline coupons to Special Agent Supervisors utilizing their personally owned cars to and from Quantico on official business.

It was pointed out to the Conference that a Supervisor needing to be in Quantico at nine o'clock in the morning would not be able to secure proper train accommodations since the trains ran on schedules that were very irregular and trains pulling into Quantico were from two to three hours late. It was also pointed out that a man using his personally owned car could go to and from Quantico with less lost time if he had sufficient gasoline to do so rather than waiting for a bus or automobile in the evening leaving Quantico for Washington.

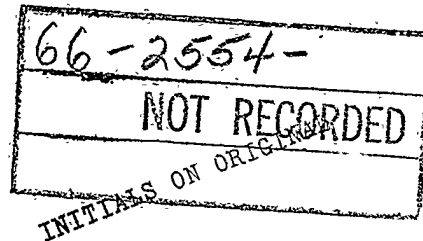
The Conference feels that the Supervisors using their personally owned cars to and from Quantico on official business are in the same category as are Agents using their personally owned cars in the field on official business and that the appropriate gasoline tickets should be given to them and a report of the mileage traveled and gasoline purchased should be submitted at the end of each month in the same manner as do field Special Agents. The Conference recommends that this policy be adopted in future cases of this kind.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson
Chairman

W. R. Glavin
Secretary



52 MAY 12 1943

LBN:JS

May 3, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Mumford, Hince, Hendon, Acers, Coffey, Quinn Tamm, Carson, Glavin and Nichols considered Mr. Nichols' suggestion that since the Director had approved the training and use of girl radio operators, the following procedure will be followed in their recruitment:

(1) Fifty to sixty girls making the highest grade in the aptitude test will be selected for attendance at the preliminary code class. Heretofore, the preliminary code classes have been run two hours a night for a period of eight weeks with the employees selected attending class on their own time.

In view of the urgent necessity of training girl radio operators, the Conference unanimously recommends that the preliminary code class be operated from 9:00 AM to 5:30 PM each day for a period not to exceed ten days.

(2) The Conference unanimously approved the suggestion that as soon as it was determined a girl could not make the grade in the preliminary code class, she be immediately taken out of the class and returned to her previous assignment.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Glavin

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
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DATE 4/11/91 BY SPIC/bee
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53 MAY 25 1943

ORIGINAL FILED IN 1-2766-12

LBN:RC

June 2, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Mumford, Rosen, Ladd, Coffey, Acers, Hendon, Tracy, Glavin, and Nichols, considered a rule of long standing in the Bureau, namely that Western Union and Postal Telegraph printers would not be installed in our Field Offices. The basis for this was the fact that messenger service was unusually good, plus the fact that there might be a tendency to utilize one service to the exclusion of the other.

At the present time, however, we are having many complaints from Field Offices that the messenger service is not good from the telegraph companies, coupled with the fact that Western Union is now in the process of absorbing Postal Telegraph.

It was the recommendation of the Conference that our previous rule be repealed and that as Field Offices justify their need for Western Union printers, the Bureau approve their installation. It is not believed that any bulletin should be issued to the field on this since the Offices write in at periodic intervals as they have a need for this equipment.

If approved, a letter is attached to SAC Fletcher, from whom the most recent request for installation of such equipment was received.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____

Mr. Nichols _____ ALL INFORMATION CONTAINED

Mr. Rosen _____ HEREIN IS UNCLASSIFIED

Mr. Tracy _____ DATE 4/12/91 BY 3250/pic

Mr. Carson _____ # 323013

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____ Attachment

Mr. Nease _____

Miss Gandy _____ CC- Mr. Glavin

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

INITIALS ON ORIGINAL

50 JUN 21 1943

ORIGINAL FILED IN 66-2015-

R WRG:MTS

May 24, 1943

THE DIRECTOR

O
The Executive Conference, consisting of Messrs. E. A. Tamm, Coffey, Quinn Tamm, Hendon, Mumford, and Glavin, considered the proposed field office at Syracuse, New York.

For the information of the Director, there is attached hereto a map reflecting the proposed Syracuse territory.

PENDING WORK

In the event an office is opened at Syracuse, New York, there will be pending in the Syracuse Office 1,145 cases. There will be remaining in the Albany district 1,387 cases.

AGENT PERSONNEL ASSIGNED

At the present time there are 18 regularly assigned Agents to the territory which would be covered by the Syracuse Office. There is need for and there usually are from 11 to 13 Agents working in and around the city of Syracuse proper and contiguous areas in four counties. There is a total of 53 Agents at this particular time assigned to the Albany Field Division and under the splitting of this territory between the Albany and Syracuse Offices, undoubtedly one half of the Agents presently assigned to Albany would be assigned to the Syracuse Office.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Cornelius points out that there are a number of National Defense matters arising in the Syracuse area and there are considerably more important cases, particularly sabotage complaints, being received in Syracuse than in Albany.

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

There is an Army Air Base at Syracuse and also under the proposed Syracuse territory there would be the Rome Air Depot, Pine Camp, and Madison Barracks, all in the northern part of the state. A number of universities and colleges would be in the Syracuse territory.

In the event an office is opened at Syracuse, the following large cities will be in that territory:

ALL INFORMATION CONTAINED

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| INITIALS ON ORIGINAL |

ORIGINAL FILED IN 66-2554-1

| <u>City</u> | <u>Population</u> |
|-------------|-------------------|
| Syracuse | 206,000 |
| Utica | 100,000 |
| Binghamton | 78,000 |
| Rome | 34,000 |
| Auburn | 35,000 |
| Watertown | 34,000 |

TRANSPORTATION

Utica and Auburn are much closer to Syracuse than they are to Albany. Transportation to any point in the Syracuse territory would be entirely satisfactory, because of the excellent highway system and the good railroad and bus service operated throughout that particular territory.

COURT OFFICIALS

SAC Cornelius advised that a new United States Attorney has been appointed in his territory and after confirmation by the Senate the U. S. Attorney's office will be located at Syracuse, New York. There are Assistant U. S. Attorneys at Syracuse, Utica, and Auburn. In the territory which would be covered by Albany, there is a U. S. Attorney for the State of Vermont in Burlington, Vermont, and there are Assistant U. S. Attorneys in Amsterdam and Oneonta, New York. Mr. Cornelius feels quite certain from information he has received that the Assistant U. S. Attorneys in Amsterdam and Oneonta will be retained by the new U. S. Attorney. There has been no Assistant U. S. Attorney in Albany for sometime past, and the Albany Office has had to contact the Assistants in Amsterdam and Oneonta. Amsterdam is 35 miles from Albany and Oneonta is about 75 miles. Should a field office be opened at Syracuse, the Albany Office would be no worse off than it is at the present time with respect to Assistant U. S. Attorneys, and as a matter of fact Mr. Cornelius feels quite sure the new U. S. Attorney has in mind an assistant to be stationed at Albany.

With reference to District Judges, one is located at Malone, New York, and the other at Utica, New York. The United States Marshal is at Utica and he has deputies and offices at Binghamton, Syracuse, and Albany. Cases which would arise in the Syracuse territory are usually tried at Syracuse. Cases arising in the territory covered by Albany would be tried in Albany. Therefore, it does not appear that there would be any duplication of Agents' effort in so far as testimony in court is concerned.

The Conference unanimously recommends that an office be

- 3 -

opened at Syracuse, SAC Cornelius having advised that space could be secured in Syracuse without too much difficulty.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. D. Glavin
Secretary

May 21, 1943

LAH:R

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Ladd, Rosen, Mumford and Hince, considered the suggestion of Special Agent Louis V. Conter that the Bureau adopt a new kind of form letter to be known as the "Tele-letter." This would be a special printed form with a special printed envelope. Requests for investigations would be placed on this form in teletype style--brief and containing only essential information. Such letters would be handled in an expeditious manner in the receiving offices.

The Conference was unanimously opposed to the above suggestion on the following grounds:

- (1) It is undesirable to add another general form unless it serves a particularly useful purpose and it is believed that this form letter does not serve a particularly useful purpose.
- (2) Letters requiring expeditious handling should be so recognized from their contents by receiving offices and should be properly handled.
- (3) If the form were adopted, within a short period of time all requests for investigations would be made on the special form and the form would lose its significance.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/12/91 BY SP5C/KR
323013

RECORDED
INITIALS ON ORIGINAL

50 JUL 1 1943

MTA:VT

May 21, 1943

THE DIRECTOR

The Executive Conference on May 20, 1943, comprising Messrs. Tamm, Ladd, Mumford, Coffey, Hendon, Rosen, Quinn Tamm and Acers, considered the suggestion of the Personnel Conference that the entire last page of the "FBI This Week" be used for the purpose of making inquiry of Bureau personnel as to the availability of suitable rooms.

It was pointed out to the Conference that between now and July 1 approximately 1,000 employees are expected to enter on duty and that it would be necessary to secure an up-to-date list of recommended living quarters.

The Conference was of the unanimous opinion that this would aid materially in solving our problem for the next sixty days and should be adopted.

RECOMMENDATION

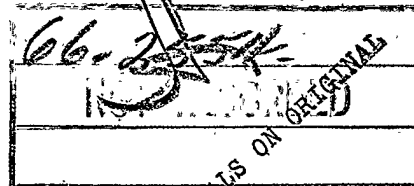
It is recommended that the entire last page of the "FBI This Week" be used to circularize Bureau employees for the purpose of locating recommended living quarters. The suggested form for this page is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____ Attachment
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/12/91 BY SP5/BCE

323013

52 JUN 18 1943

ORIGINAL FILED IN 94-3-2-498 Serial destroyed per 94-3-2-2043.

May 21, 1943

DML:GS

THE DIRECTOR

At a meeting of the Executive Conference on May 21, 1943, attended by Messrs. E. A. Tamm, Glavin, Quinn Tamm, Coffey, Nichols, Carson, Tracy, Rosen, Mumford, Acers and Ladd the suggestion submitted by Special Agent W. N. Provinse, to the effect that the attached form be used for the purpose of calling to the attention of the field certain errors which are constantly found in reviewing reports submitted by the field, was considered.

The Conference was unanimously of the opinion that the adoption of this form would save considerable work in the elimination of the preparation of letters and in the filing of such letters. It was pointed out that no file copy would be made of this form; that the original would be sent to the field to be destroyed after appropriate action was taken by them and that the Supervisors in sending out such a form would place an appropriate notation in the file indicating that the form had been sent to the field.

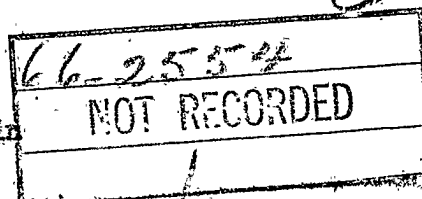
In the event you approve of the adoption of this form, a supply will be printed in the Mechanical Section and a letter is attached thanking Mr. Provinse for the suggestion submitted by him and advising him that his suggestion is being adopted.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen Attachment
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary



ALL INFORMATION CONTAINED
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DATE 1/12/91 BY SP5 C/K
#323,013

ORIGINAL COPY FILED IN 66-2554

May 21, 1943

LAH:PH

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Coffey, Quinn Tamm, Rosen, Ladd, Mumford, Acers, Tracy, Nichols and Hince being present, was informed that Mr. Clarence Forrester, who handles approximately one-half of the three weeks traffic section of the National Police Academy, resigned unexpectedly two days ago, active duty ceasing immediately, to return to the Baltimore Police Department.

It was noted that the traffic section begins next Monday, and that the services of a capable law enforcement officer will be needed for a period of three weeks.

Recommendation: Mr. Hince recommended, and the conference approved, the selection of Mr. ~~Wilbur~~ Groth, Lieutenant of the Virginia State Police, a former War Traffic instructor, who has previously been investigated, as a part-time instructor before the National Police Academy, on a per diem basis, at the same salary which we presently give to Mr. Wilbur Smith on a per diem basis.

Mr. Tolson _____
Mr. E. A. Tamm _____ Preliminary inquiries are now being made to see if Mr. Groth is
Mr. Clegg _____ available. If he is not available, efforts will be made to obtain another
Mr. Coffey _____ qualified traffic instructor.

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

ALL INFORMATION CONTAINED
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DATE 4/12/81 BY SP5CJ/bce
#323613

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary



52 JUN 15 1943

ph

1-54-5-44-1

AR/bw

May 19, 1943

THE DIRECTOR

⁰
The Executive Conference attended by Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Carson, Hince, Mumford, Coffey, Ladd, and Rosen, approved the proposed Bureau Bulletin dealing with Title 18, Section 512, which makes it an offense to circularize obscene literature in Federal territories, districts, and other places within the exclusive jurisdiction of the United States.

It is observed that this statute can probably best be utilized in cases involving violations on military or other Government reservations, and will afford the Bureau an opportunity to determine the original source of manufacture and distribution of obscene literature.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment

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HEREIN IS UNCLASSIFIED

DATE 4/12/91 BY SP5C/bce
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66-2554-V
NOT RECORDED

ORIGINAL COPY FILED IN 66-2554-71-46

May 19, 1943

LAU:MEM

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Ladd, Rosen, Mumford and Hince, considered the suggestion of Mr. E. A. Tamm that In-Service Agents be instructed not to wear side arms while in Washington. Very few In-Service men wear side arms while in Washington but there is no specific regulation prohibiting it. Certain of the training courses require physical activity which might make the carrying of side arms potentially dangerous.

The Conference was unanimous in agreement that this regulation should be installed with reference to all classes. It is now the regulation for New Agents and the National Police Academy.

If approved, appropriate announcements will be made on the first day of each In-Service school.

Respectfully,
For the Conference

Clyde Tolson
Chairman

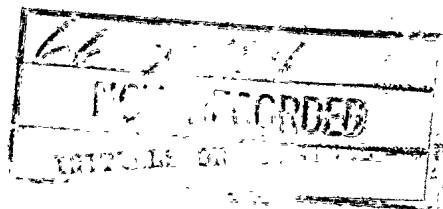
cc: Mr. Glavin

W. R. Glavin
Secretary

r. Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Hendon _____
McGuire _____
Mumford _____
Harbo _____
Quinn Tamm _____
Nease _____
s Gandy _____

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HEREIN IS UNCLASSIFIED

DATE 4/14/94 BY SP5/bce
#323813



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ORIGINAL COPY FILED IN

AR/bw

May 19, 1943

THE DIRECTOR

The ⁰Executive Conference attended by Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Carson, Hince, Mumford, Coffey, Ladd, and Rosen, considered the suggestion of the San Francisco Office that a file be maintained containing the photographs and descriptions of all inmates of Alcatraz in order that they may be readily available so that no confusion will exist at the time breaks at Alcatraz occur. The San Francisco Office experienced difficulty in obtaining complete descriptions and photographs of the men who recently made an attempt to escape.

The conference recommended that in view of the constant change in the number of inmates at Alcatraz, the fact that the file would have to be maintained in a current status, that the request would probably have to be made of the Bureau of Prisons, and that the same procedure would probably as a matter of policy be recommended in so far as other penal institutions are concerned, this practice not be adopted.

A letter is being written to the San Francisco Office pointing this out.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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| INITIALS ON ORIGINAL |

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/14/91 BY SP5/BJE
#323013

58 JUN 2 1943

ORIGINAL FILED IN 100-3554-297

MAJ.

O
P
Y

May 18, 1943

WRG:lrd

NOT RECORDED
Special Agent in Charge
Cincinnati, Ohio

RE: Employees' Administrative Files

Dear Sir:

Reference is made to your communication of May 1, 1943, concerning the destruction of old administrative files in your office.

Your understanding of Manual Revision Number 162, Series 1943, Section 4-E (2) is correct and the Bureau will have no objection to your destroying material in the old administrative files which is of the type covered by the aforementioned manual of instructions.

Very truly yours,

John Edgar Hoover
Director

The Executive Conference consisting of Messrs. Tolson, E.A. Tamm, Ladd, Mumford, Carson, Coffey, Nichols, Hendon, Rosen, Quinn Tamm, Tracy and Glavin approved.

WRG

COMMUNICATIONS SECTION

MAY 19 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/11/91 BY 3501/ke
#23013

COMM. STAMP
ON ORIGINAL

53 MAY 27 1943

ORIGINAL FILED IN 66-52226

P. O. Box 1277
Cincinnati, Ohio
May 1, 1943

AHB:MTC

Director, FBI

Re: Employees' Administrative Files

Dear Sir:

Reference is made to Rules and Regulations Manual revisions No. 8, first series 1943, No. 162, Series 1943, under Section 4-E (2), relative to the destruction of material in employees' administrative files after the material has become twelve months old. Apparently this change in policy pertains to old administrative files presently being retained by this Office which pertain to employees previously assigned to this Office. Inasmuch as there are a large number of such files and the destruction of those files would create additional filing space, I would appreciate being advised whether my interpretation of this section of the manual is correct and we may destroy all administrative files pertaining to employees which contain material over twelve months of age.

Very truly yours,

A. H. BELMONT, SAC

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/14/91 BY SP3 Cj/bce
#323,613

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WRG:1rd

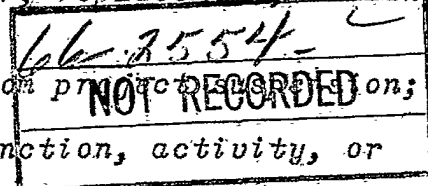
May 17, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Carson, Acers, Nichols, Hince, Hendon, Caffey, Tracy, Mumford, Rosen and Glavin was advised of Bureau of the Budget Circular Number 417 dated May 7, 1943, addressed to the Heads of Executive Departments, Independent Establishments and Agencies concerning the utilization and disposition of Federal equipment, materials and supplies. A copy of the circular in question is attached hereto.

It was brought to the attention of the Conference that the Director of the Bureau of the Budget points out that it has been a practice of many agencies to hold stocks of equipment, materials and supplies for anticipated future need; however, the present critical material situation will not permit a continuance of this policy, that some of these stocks of equipment, materials and supplies are at the sites of suspended and finished projects, that no stocks can be allowed to remain idle, but must be used to meet day-to-day needs, and the future prosecution of suspended projects should be left for future review and appropriation and that equipment, materials and supplies in the possession or under the control of Federal agencies, as defined in Executive Order 9235, which must be immediately explored in this connection, may be placed in the following categories:

1. Necessary in the current prosecution of functions, Mr. Tolson, or projects; Mr. E. A. Tamm
2. Stand-by inventories for repair, replacement, and anti-Mr. Clegg expansion; Mr. Glavin
3. Temporarily idle, resulting from projects suspended; Mr. Ladd
4. Surplus to the needs of the function, activity, or Mr. Nichols project for which acquired. Mr. Rosen



Mr. Carson The Circular further states that it is necessary that every administrative head immediately review the stock of equipment, materials, Mr. Harbo and supplies on hand under each of the above categories; Mr. Hendon determine their essentiality for the prosecution of approved Mr. McGuire functions, activities, and projects; effect intra-agency Mr. Mumford adjustments in accordance with procedures set forth in Bureau Mr. Piper of the Budget Regulation No. 1, issued under authority of Mr. Quinn Tamm Mr. Nease Miss Gandy

5 MAY 24 1943
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INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2554-151

MEMORANDUM FOR THE DIRECTOR

- 2 -

Executive Order 9235; and release, at once, as much as possible to other agencies through declarations of surplus to the Procurement Division, Treasury Department. It points out that special consideration should be given to stocks of building materials, copper wire, structural steel, machine tools, office furniture and office machines. It further points out that until specific procedures are issued, it is desirable that each agency report monthly to the Bureau of the Budget, by letter, concerning transactions under Public Law 670 which covers the channelizing of such items into useful Federal projects.

It was brought out for the attention of the Conference that the Bureau must necessarily utilize to the ultimate degree any of the supplies, materials and equipment presently in its possession.

It was again brought to the attention of the Conference that several months ago Mr. Cuthridge of the Public Buildings Administration had made the comment that the Procurement Division of the Treasury Department would ask for an agency set up for the sole purpose of inspecting Government agencies for the securing of surplus materials, supplies and equipment.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Attachment

100-100000

May 17, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. J. Tamm, Mumford, Carson, Tracy, Hendon, Wines, Quinn Tamm, and Glavin, considered the microphone installations in the Philadelphia office.

It was pointed out to the Conference that SAC Seers had stated that he had twenty-nine microphones installed in the present quarters at the Philadelphia office, that he has one installed in each conference room, one in each supervisor's room, one in the office of the Agent in Charge, and also has them installed in the liaison rooms.

SAC Seers pointed out that he felt it was necessary to have such installations in order to adequately cover his office.

The Conference was of the very definite opinion that it should be unnecessary to have so many microphone installations and that Seers should be instructed to have certain of these microphones removed. It was pointed out that Agents who may become disgruntled and leave the service may have been assigned to the Philadelphia office could criticize the setup, pointing out that no one could discuss any matter in the Philadelphia office without it being recorded over a hidden microphone system.

The Conference recommended that Seers be advised to reduce his present microphone installations consistent with the Bureau's present policy covering such installations, which would approximate one for each detention cell, one for the SAC's office, and one in one of the conference rooms. (Should he believe that he has a very special need for perhaps another one, as for instance in the desk of

Mr. Tolson his supervisor who receives complaints, he should separately request an exception to the Bureau's general rule and set forth the justification therefor.

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Respectfully,
For the Conference

Glyde Tolson, Chairman

E. J. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/16/91 BY SP5CJ/lee
#823013

cc - Mr. Glavin

WRG:lrd

May 17, 1943

MEMORANDUM FOR THE DIRECTOR

The ^QExecutive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Mumford, Carson, Coffey, Nichols, Hendon, Rosen, Quinn Tamm, Tracy and Glavin considered the suggestion that the Bureau prepare communications to local rationing boards for Bureau employees who are desirous of securing supplemental gasoline rationing books.

It was pointed out to the Conference that at the present time local rationing boards will not under any consideration give supplemental gasoline rationing coupons to any Bureau employee unless that employee has a communication from the Bureau advising of his employment in the Bureau and stating that the hours worked by that employee are irregular.

This information is desired by the local rationing boards because of the fact that under present regulations concerning supplemental gasoline rationing tickets, the boards are not furnishing such supplemental tickets unless individuals in question show that they are participating in a car share plan or that their hours of work are such that they need the car and their hours are irregular which prevents them from participating in a car share plan.

The Conference is of the very definite opinion that it would be wise for the Bureau to establish a blanket policy for the issuance of ^{of} ~~Letters~~ ^{Letters}. It was pointed out by Messrs. Tolson and E. A. Tamm that we must be particularly careful in this regard, that it is entirely possible, if we furnish such letters to certain employees, that those employees may use the supplemental tickets for pleasure driving and ~~that~~ ^{the} Bureau in the last analysis would be criticized therefor.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

The Conference, therefore, agrees that each request such as for a communication addressed to a local rationing board for supplemental gasoline tickets should be considered by the Executive Conference as it is received.

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HEREIN IS UNCLASSIFIED
DATE 4/14/99 BY 3352/62
#325013

66-2554-
NOT RECORDED
Respectfully submitted,
FOR THE CONFERENCE
INITIALS ON ORIGINAL - 8

Clyde Tolson, Chairman

W. R. Glavin, Secretary

57 MAY 27 1943

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May 14, 1943

SAC, San Antonio

NOT RECORDED

George W. Carlson
Special Agent

It is desired you instruct Special Agent George W. Carlson to report to Mr. Clegg, Room 5256, U.S. Department of Justice Building, Washington, D. C., not later than nine A. M., July 17, 1943, as counselor for the Twenty-third Session of the F. B. I. National Police Academy.

The National Police Academy commences July 19, 1943.

CC-Mr. Clegg
Mr. Glavin

Communications Section
May 15, 1943 P.M.

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DATE 4/12/96 BY SP5U/bce
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ORIGINAL FILED IN 1

LAH:EEM

May 6, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Ladd, Glavin, Carson, Coffey, Acers, Nichols, Q. Tamm, Hendon and Hince, approved Special Agent George Carlson for the position of Counselor for the Twenty-Third Session of the FBI National Police Academy.

Carlson has previously been a Counselor. He is now Resident Agent at Austin, Texas. He appears to be available for this assignment.

If approved, the Chief Clerk's Office should issue the necessary instructions.

Respectfully,
For the Conference

Glyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon Mr. Glavin
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

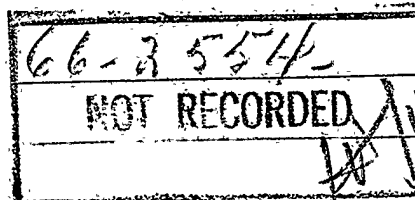
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DATE 7/21/91 BY SP5/CJG

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ORIGINAL FILED IN 1-4-5553

EPC:AF

May 13, 1943

THE DIRECTOR

The Executive Conference on May 12, 1943, with Messrs. Tolson, Acers, Carson, Coffey, Hendon, Hines, Glavin, Mumford, Nichols, Rosen, G. Tamm, and Tracy present, considered Mr. Coffey's proposal to conduct three sound schools with from 16 to 25 Special Agent students in each. Each school would last fourteen days, the beginning dates to be May 31, June 14, and June 28. It is expected that at least 50 Agents would be trained in the three schools.

It is pointed out that the Bureau now has only 127 sound-trained men who are available for these technical assignments. 55 of these are tied up in six of the larger offices and there are 16 field offices without sound men at all.

The conference suggested that Mr. Hendon look into the redistribution of the existing list of 127 sound men so that several offices will not monopolize large groups of them. The conference also suggested that supervisory personnel not be inducted into these three sound schools.

The conference was unanimously in favor of the conducting of these three schools in the Laboratory. There is attached a list suggesting about 60 Special Agents who have indicated interest in the sound training.

If the Director approves the conduct of these three schools, the Chief Clerk will undertake to select the students, using the attached list as a reference.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED

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DATE 4/11/91 BY 8850/bdy

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66-3554-
NOT RECORDED

ORIGINAL FILED IN 1-49-114

LAH:MEV

May 13, 1943

THE DIRECTOR

The Executive Conference considered the FBI Quarterly Police Conferences in view of the Director's memorandum for Mr. Tolson and Mr. Clegg dated April 30, 1943. It was observed by the Director that in connection with a police conference recently held in Buffalo information had been received that the attendance exceeded all previous conferences, but there was some question as to the advisability of inviting auxiliary police and plant guards. Comment had been made that the conference was 90% entertaining and 10% instructive.

The Executive Conference gave lengthy and detailed consideration to this matter. It had previously been the subject of extended discussion in the Executive Conference.

Mr. Hince presented the following observations:

The Quarterly Police Conferences were inaugurated for the purpose of establishing and maintaining the FBI as the national agency for the coordination of internal security information, including espionage, sabotage, and subversive activities. Our chief objectives were:

1. To acquaint the police with the Presidential Directive of September 1939.
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy
 2. To reiterate from conference to conference the Presidential Directive and the duty of the law enforcement organizations to report matters to the FBI.
Mr. Glavin
 3. To instruct the police in the methods which they should use in reporting information, in report writing, and in investigating cases assigned to them by the FBI.
 4. To maintain a continuous series of conferences throughout the years so that we may maintain our position as the Central Clearing House.
- In order to achieve the fourth objective, it became necessary to schedule conferences which would be interesting to the police as
- cc - Mr. Glavin

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INITIALS ON ORIGINAL

50 JUN 26 1943

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well as instructive. There does not appear to be any question that the conferences have been interesting and that they have been liked by the great majority of police. It is only natural that the attendance would increase, and it is only natural that with the establishment of auxiliary police many of them would desire to attend and that many Chiefs of Police would desire to have them attend. We passed a regulation permitting them to attend provided that they were specifically designated by the regular Chief of Police. We have adhered to this regulation.

RECOMMENDATION: The question as to whether we should continue allowing auxiliary police to attend the conferences, with the designation of the regular Chief of Police, was presented to the Conference. The Conference was unanimously in favor of retaining the present regulation.

We have previously considered the question of permitting plant guards to attend. The Bureau has ruled that they should not attend. They have not been permitted to attend. Any allegation that plant guards are permitted to attend in any district, it is believed, should be thoroughly looked into because the Special Agents in Charge understand clearly that they are not to attend. Most of them have tried to attend at one time or another.

RECOMMENDATION: The Conference again unanimously recommended that plant guards not be permitted to attend. This is the present rule.

It was pointed out to the Conference that the attendance at the Quarterly Police Conferences has risen gradually and rapidly. We went from 30,000 attendance in the fourth quarter of 1942 to 40,000 attendance in the first quarter of 1943. We advised the Attorney General and the White House of the increase in attendance and pointed out this attendance as an indication of our maintaining our position as the Central Clearing House in internal security matters. Mr. Hince stated he does not believe the Bureau can afford to recede from the position it has taken. We cannot afford to show decreased attendance figures. They are bona fide figures and can be justified in every way. On the other hand, it was stated that we should place emphasis on the percentage of law enforcement agencies reported rather than the total number of persons in attendance at these conferences.

RECOMMENDATION: The Conference unanimously recommended that in future letters to Special Agents in Charge the Bureau should emphasize the desirability of having law enforcement agencies represented 100% rather than having large numbers from each agency. Relative standings among the various field offices with respect to Quarterly Police Conferences should be shown in terms of percentage of agencies represented rather than the total attendance.

It was pointed out to the Conference that the huge growth in attendance has been due to the constant and enthusiastic supervision which this work has received. Each Special Agent in Charge coming to Washington for In-Service is interviewed by Supervisor P. T. McIntyre who has injected great enthusiasm into this program. There has been competition among the offices to show that they have outstanding conferences. This has resulted in large attendance. The

Quarterly Police Conferences have served not only as police conferences, but also as public relations programs. As an example, thousands of regular and auxiliary police have attended conferences at Philadelphia, Houston, and other points. There has been some comment from certain Special Agents in Charge that a few Chiefs of Police prefer to have the conferences exclusively for police executives. On the other hand, the great majority of expressions of opinion coming to the attention of the Training Division have been expressions of enthusiasm on the part of police officials.

RECOMMENDATION: The Conference was unanimously in favor of the proposal submitted by Mr. Hince that in the future Special Agents in Charge be instructed to have in connection with the Quarterly Police Conferences a Session for Duly Constituted Law Enforcement Officers. This can be held after the regular program and will provide all regularly appointed and duly authorized police with an opportunity for an executive meeting at which problems strictly of interest to them will be discussed.

If approved, appropriate instructions will be issued.

Those present at the conference were Messrs. E. A. Tamm, Glavin, Coffey, Hendon, Quinn Tamm, Tracy, Nichols, Rosen, Ladd, Mumford, Acers, and Hince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

W
SJT:eio

May 13, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Glavin, Hendon, Carson, Mumford, Nichols, Rosen and Tracy, considered the attached publication of the United States Coast Guard which sets forth information on the Merchant Marine Officers and men whose location is desired in connection with action on their licenses or on their certificates as issued to them by the Coast Guard.

In view of the fact that the Coast Guard has not made a request of this Bureau to post wanted notices or to take any other step looking to the location or apprehension of these men, the Conference was of the unanimous opinion that the Identification Division should take no action as to posting wanted notices.

Respectfully,
For the Conference

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DATE 4/11/91 BY SP5CJ/bce
#323013

Clyde Tolson, Chairman

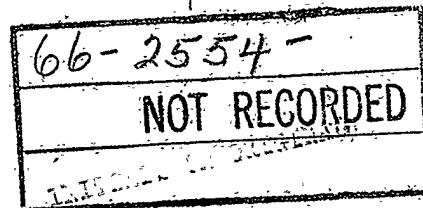
W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

Attachment

55 JUN 3 1943



OK
62-29163-166
ORIGINAL FILED IN

MEC:DEM

April 5, 1943

THE DIRECTOR

RE: I.A.C.P. CONFERENCE

1. The Conference of the Board of Officers of the I.A.C.P. continued Saturday afternoon at 3:30 P.M. It was ascertained from Mr. Raleigh, acting Director of the Safety Bureau, that at the Friday afternoon session Colonel Baker announced to the police that there would be no deferments of anyone in police work between the ages of 18 and 37 and probably there would be no deferments between the ages of 38 and 45. At least they must be in war industry, agriculture or in the Army.

At the Saturday morning session, according to information furnished by Homer Garrison of Texas, McKutt made a brief appearance personally. He told them definitely that it was the final date and there would be no deferments in police work between the ages of 18 and 33 and probably between the ages of 33 and 45. There would be the best prospects, therefore, of police success if they would immediately begin an intensive program of training for as many women as they can use plus men over the age of 45. There were strenuous objections and vigorous arguments in both sessions but there was no compromise.

2. Convention for 1943. In view of the fact that 406 out of 553 who voted on whether they would attend the convention voted favorably, it was decided in view of this vote they would hold a convention.

Detroit was selected as the convention city, it being the only city that extended an invitation. The invitation had been extended to the I.A.C.P. Convention last fall by the Commissioner of Police in Detroit. Both the Statler and the Book-Cadillac requested that their hotels at Detroit be made convention headquarters. This, however, was left to a committee composed of Detroit Police Commissioner Don Leonard and Ed Kelly.

Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____

As to the time of the convention, a letter was read by Jim Drew stating that the months of September, October and November in California and other western cities would be devoted primarily to campaigning for municipal offices and that unless the convention was held prior to September and preferably early in August, it would be impossible for anyone from the West Coast to attend. With this advice, the time for holding the convention is left to the Commissioner of Police at Detroit with the advice that to accommodate the West

Tamm

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they endeavor to hold the convention prior to September, preferably early in August, but the date would depend upon convention space in hotels in Detroit.

It was decided that as a justification for holding the convention that it be called a war convention. It was pointed out that this convention would mark the Fiftieth Anniversary of the I.A.C.P.

3. Program for the Conference. Upon Ed Kelly's request the President Chief Owens designated Owens, Leonard and Clegg to serve on an Advisory Committee with Kelly to select agencies, speakers and subjects for the 1943 convention.

RECOMMENDATIONS:

It is recommended that the Executive Conference decide and recommend upon the list of agencies, a list of speakers and a list of subjects together with a list of Bureau subjects and speakers for placing on the 1943 convention program. Also, it is recommended that for confidential purposes a black list of agencies and speakers be prepared.

Respectfully,

H. H. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mumford _____

Tamm _____

April 5, 1943

LAH:JGM

THE DIRECTOR

0
The Executive Conference approved a change in the policy of holding daily supervisors' Conferences in the Training Division at the Department of Justice Building, in view of the travel required from the Armory. Some of the supervisors are at the Armory and some are at the Department of Justice Building before classes during the course of the day. Almost all, however, are at the Armory.

The Conference approved Mr. Hince's suggestion that those who are at the Department of Justice Building attend a brief conference which is held at 2:00 P.M. daily, but that a more extended and detailed conference be held weekly. This is being scheduled for Thursday at 2:00 P.M. each week.

Those present at the Executive Conference meeting were Messrs. Tolson, Coffey, Hendon, Acers, E. A. Tamm, Q. Tamm, Carson, Tracy, Glavin, Nichols, and Hince.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____

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DATE 11/29/92 BY SP5C/bce
#323013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

52 MAY 11 1943

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ORIGINAL FILED IN 66-1854-17-327

April 1, 1943

IMP:FG

FOR THE DIRECTOR

The Executive Conference on March 29, 1943, consisting of Messrs. E. A. Tamm, Glavin, Egan, Coffey, Nichols, Hendon, Tracy, Mumford, Rosen, Ladd, and Piper considered the participation by the Bureau for the baseball season 1943 in the Industrial League, Washington, D. C.

The Conference was unanimously of the opinion that baseball should be abandoned for the duration for the reason that the public appearance of Bureau employees might be frowned upon by those participating in the military service. It was believed from a standpoint of public relations it is not desirable at this time.

Respectfully,
FOR THE CONFERENCE

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DATE 11/29/98 BY SP5CJ/bce
#323813

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Gandy _____

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APR 20 1943

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100-25011

April 30, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Coffey, Ladd, Mumford, and Acers, considered the suggestion of Special Agent in Charge McFarlin that the necessary revision of the Manual of Rules and Regulations include the statement that disposition sheets and probation flash letters are to be regarded as enclosures and set forth in the investigative reports as such. This will necessitate the following revision of the Manual of Rules and Regulations, which was approved by the Conference.

- Section 10 I Disposition sheets are to be listed as enclosures in investigative reports.
- Section 10 J Probation flash letters are to be listed as enclosures in investigative reports.
- Section 11 H Disposition sheets and probation flash letters are to be listed in investigative reports as enclosures.

If approved, the necessary changes will be made in our Manual of Rules and Regulations.

Respectfully,
For the Conference

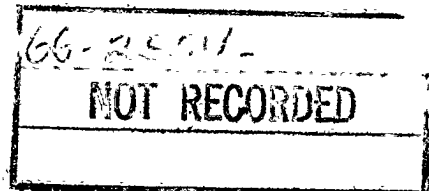
Clyde Tolson
Chairman

W. R. Glavin
Secretary

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DATE 11/30/90 BY SP5 CJB/bee
#323013

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Miss Gandy _____

cc: Mr. Glavin



55 JUN 1 1943

WRG:1rd

June 12, 1943

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HEREIN IS UNCLASSIFIED

DATE 4/12/91 BY SP5C/16C
#323013

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Hendon, Carson, Tracy, Rosen, Mumford and Glavin considered an automobile accident involving Special Agent James Arneil at the Seattle Office.

Briefly, for the Director's information, the following facts are set forth:

The above-mentioned Agent was involved in a collision with a car owned and operated by E. C. Powell of Everett, Washington. The accident occurred in Edmonds, Washington on May 12, 1943. Special Agent Arneil was slowly proceeding in a long line of cars from a ferry in an easterly direction at approximately 15 miles per hour and about two car lengths behind the car in front of him, which was driven by Powell. When Powell's car was approximately 15 feet beyond an intersection, the line of cars suddenly bunched up because of a stop light at the next intersection and the car driven by Powell came to a quick stop. Agent Arneil removed his foot from the accelerator to make an application on the foot brake, however, in doing so his foot momentarily exerted pressure on the full surface of the brake and then slipped from the pedal. The Bureau car continued at a rate of not more than 10 to 15 miles per hour to coast into the rear of Powell's car. Agent Arneil attempted to reapply the foot brake but was unable to do so in time to bring the car to a stop before striking the rear of the preceding car. Agent Arneil stated that the cause of the accident was the fact that he unknowingly and inadvertently stepped into some grease deposits on the car deck of the ferry immediately prior to entering the Bureau car before driving off the ferry, thereby causing his foot to be slippery and slip from the brake pedal. Foreign material on the appearance subsequently noted on the brake pedal would tend to substantiate this. The damage to the Bureau-owned car was \$99.00. The damage to the other car was negligible.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

The Conference with the exception of Mr. Hendon (195) the opinion that Agent Arneil should not be held responsible for the accident since he was using all necessary precaution and it was an accident true and simple that resulted in his damaging the Bureau car. Mr. Hendon feels that the Agent should have been more careful in the handling of the car and should be held responsible for the damage thereto.

Respectfully submitted,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL COPY FILED

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June 22, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/12/97 BY SP5 P/bc

#323013

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Carson, Ladd, Tracy, Hendon, Acers and Glavin reconsidered an accident involving Bureau automobile driven by Special Agent David R. Slaughter.

For the Director's information, the above-mentioned Special Agent, on February 13, 1943, was involved in an accident while driving a Bureau-owned car, resulting in damages to the Bureau car in the amount of \$140.35. The accident occurred as follows:

Special Agent Slaughter collided with a trailer truck owned by the Keeshin Motor Company and driven by Raymond Dumas of Cleveland. Agent Slaughter was proceeding down a street at approximately 15 or 20 mph and about 80 feet from the intersection, the brakes were applied, but the condition of the street did not give the wheels sufficient traction to stop and the Bureau car travelled into the intersection where it was struck by the rear wheel of a trailer drawn by a truck which was coming from the Agent's left. The force of the rear wheel of the truck which was travelling at approximately 35 mph, struck the front end of the Bureau car, knocking it from under the truck so that it ended up facing the same direction which it was coming from.

At the time of the accident it was still dark and visibility was very poor due to the severest snow storm Cleveland had experienced during the winter. The street was covered with a covering of new snow which had fallen on thickly packed snow from previous snow storms. The Bureau car was not equipped with chains.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____ Agent Good, who was a passenger in the Bureau car, and Raymond Dumas, the driver of the truck, gave substantially the same information.
Mr. Ladd _____
Mr. Nichols _____ Agent Slaughter.
Mr. Rosen _____
Mr. Tracy _____ SAC Boardman of the Cleveland Office felt that no party could be considered responsible due to the weather conditions.
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____ The Conference agreed that Agent Slaughter was driving approximately 15 to 20 miles per hour without chains in a Bureau-owned car, slid into the front of a truck, that Slaughter should have been able to cope with the difficult driving conditions and that he did not take the necessary precaution which the circumstances called for. It is felt that he should have had the

Mr. Piper _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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MEMORANDUM FOR THE DIRECTOR

- 2 -

automobile under control so as to prevent such an accident. It is noted that he slid approximately 80 feet into the intersection according to his, Agent Slaughter's, own story.

The Conference recommended that he, Agent Slaughter, be held accountable for the accident.

A further communication was received from Agent Slaughter wherein he requests that further consideration be given to the original action of the Bureau in holding him, Slaughter, responsible for the damages. Agent Slaughter points out that chains were not used namely because the car was to be used on a surveillance which would make the clicking of chains very conspicuous and the streets were somewhat icy, being then in such a condition that chains would aggravate the possibility of skidding. He stated that the snowstorm, which came up very suddenly, was classed as the worst blizzard in Cleveland during the past winter and there were 111 accidents reported to the Police Department on that date, the visibility was very bad due to the snowstorm and due to the fact that daylight had not yet broken and there was complete darkness. Slaughter further points out that he has driven thousands of miles in the mud of Mississippi and in the traffic of New York without accident.

The Conference, as aforementioned, again considered this accident. It is pointed out by the Conference that the Conference did not hold the Agent primarily responsible because of not having chains on the car although the Conference feels that the Agent's statements that the clicking of chains would be very conspicuous on a surveillance can be immediately discounted because a car being used on a surveillance during a storm such as Cleveland was experiencing, which might be equipped with chains, would in no way stand out.

Comment was made concerning the surveillance to be handled by Agent Slaughter. As a matter of fact, there was no surveillance at the time the accident occurred. Agent Slaughter was assigned to a loose surveillance of Rudy Walter, Cleveland File #65-2076, and had covered the subject's residence but felt that he had already left for work and Agent Slaughter was proceeding to Walter's place of business at the Red Rock Bottling Company to see if he could locate him at that point. The Bureau car was not actually being used on a surveillance at the time the accident occurred and the surveillance would only be relevant in deciding whether or not chains should have been placed on the Bureau car at the time that it was taken out of the contract garage. It is noted that Agent Slaughter stated that the storm came up very suddenly and the streets were somewhat icy prior to that time.

The Conference agrees that the use of chains on ice is very undesirable; however, it was pointed out that the accident occurred at 7:00 A.M. and Agent O'Driscoll, who was accompanying Agent Slaughter, mentioned in his signed statement that the snow had been falling for some time and had formed a soft cover over a hard packed, icy layer, resulting from previous snow storms.

MEMORANDUM FOR THE DIRECTOR

- 3 -

The Conference with the exception of Mr. Hendon feels that the original determination in this case holding the Agent responsible is proper, that it was snowing, the visibility was very poor and that he, Agent Slaughter, ran into the trailer drawn by the truck, it being felt that had he maintained control of the car he should have been able to stop it within the 80 foot distance mentioned by Agent Slaughter as the approximate distance of his skid.

Mr. Hendon feels that the Agent should not be held responsible for this particular accident due to the weather conditions and the number of accidents in Cleveland that day which definitely reflected that driving conditions were hazardous.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

J. R. Glavin
Secretary

June 8, 1943

RCH:DW

THE DIRECTOR

The Executive Conference consisting of Messrs. Tamm, Tracy, Nichols, Mumford, Acers, Hendon, Ladd and Rosen considered the indexing project which has been carried on in the Cleveland Field Division.

As a matter of background, SAC Boardman of the Cleveland Office advised Mr. Hendon during a recent conference that he had instituted a project of indexing the names in the bodies of security reports in both closed and pending files in the Cleveland Office. He pointed out that to do this he had had all available agents voluntarily working overtime two nights per week for a period of several weeks and all of his clerks working one night per week for this same period. The agents were reviewing the case files indicating the names to be indexed and the clerks were typing the index cards, there having been a total of 24,000 of these made. The project had not been completed and it was necessary to have the agents review all cross references located as a result of checking these index cards against the general indices to determine whether any further action should be taken such as the opening of new cases. He felt the project was worthwhile and should be continued.

SAC Guerin was instructed to make a check of this project and as a result has advised that 590 agent nights or a total of 475 agent hours had been thus far spent in this project together with 125 clerical days. In addition three clerks worked full time during their regular working hours for eight consecutive weeks copying index cards and checking them against the indices. To date 500 files have been reviewed by Special Agents representing all of the "61" and most of the "100" cases. During the review, agents observed 450 instances where they decided that cases should be opened immediately but upon reviewing these 450, the supervisory staff decided only 125 such cases should be opened. Of the 24,000 index cards which have been prepared, 12,000 have been searched and handled through the general indices. Of these 12,000, 50% or 6,000 were found to have no prior record and therefore the new cards were merely dropped into the indices in proper alphabetical order with no further action necessary; 33 1/3% or 4,000 of the

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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cards were destroyed because upon checking them through the general indices it was determined that they had been properly indexed in the first place and the new cards are merely duplicates; 13 3/5% or 2,900 of the cards have references already maintained in the main indices making it necessary to check these references by special agent personnel to determine whether additional action was needed.

For completion of the project it will be necessary to review an additional 1500 "DS" cards, 500 "SS" cards and 500 "100" cards or a total of 2,500 cards. It will be necessary to review all of the cross references located through the check of the 1,110 index cards referred to above plus checking on the remaining 18,000 index cards on which no work has yet been done. This could require several months of work leaving in mind the acute shortage of clerical employees now existing in the Cleveland Office.

Mr. Glavin checked out approximately 50 index cards selected at random and in so doing was in a position to suggest any additional action which he felt was necessary with the indexing and preparation of new cards. He found that in many instances the agents had improperly checked the references of names such as the name of a city collector who was so indexed in a card and on a last name which could not be identified. Very frequently the new index cards duplicated index cards which had previously been checked and since the agents had cross checked them upon the basis of the index serials, the original which had been indexed. He recommended that the project be discontinued because it would not have any constructive value. He further explained that all of the index cards which have been sent to him should be consolidated with the general indices and that no further review be made of any files in the office for this purpose. He is on cards on which trace references were located should also be located in the general index which is checking the cross references.

The Conference unanimously agreed with Mr. Glavin's recommendation and no further action is required.

Respectfully,
Mr. J. J. Glavin

Wm. J. Glavin, Chairman

CC - Mr. Glavin

W. J. Glavin, Secretary

WRG:lrđ

June 21, 1943

MEMORANDUM FOR THE DIRECTOR

The ⁶Executive Conference consisting of Messrs. E. A. Tamm, Carson, Tracy, Hince, Rosen and Glavin considered a memorandum submitted by Mr. Halter concerning the desirability of furnishing the Office of the Chief Signal Officer of the War Department with a communication expressing the Bureau's appreciation for the cooperation afforded to the Bureau by that office in the securing of equipment.

The Conference was advised that approximately five months ago the Bureau arranged, through Colonel C. M. Simpson, Office of the Chief Signal Officer, to have the Amateur Equipment Group of the Signal Corps locate certain types of radio receivers and transmitters for the Bureau and that since that time approximately fifty pieces of radio equipment have been made available through the Amateur Equipment Group of the Signal Corps. The Conference was advised that Mr. S. Gordon Taylor, Special Activities Branch, Office of the Chief Signal Officer, on June 17, 1943, communicated with Mr. Halter of the Chief Clerk's Office, stating that he was desirous of making some statement about the equipment furnished to the FBI by the Signal Corps for the following reason: The Signal Corps has not obtained as much equipment as is desired and it is the plan of the Signal Corps to make radio announcements and to release articles to the newspapers which will encourage the amateurs throughout the United States to release their equipment. Mr. Taylor pointed out that if he could have something from Mr. A. Hoover, a paragraph or so, which could be more or less quoted in a newspaper, pointing out that the Bureau has received considerable equipment from the Signal Corps, which in turn was obtained from the amateurs, and that this equipment presently is being used in connection with the war effort, he was sure it would have a very desirable effect on amateurs.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols

Mr. Rosen The Conference recommended that the attached communication be forwarded to the Special Activities Branch of the Office of Chief Signal Officer concerning this particular matter.

Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Piper
Mr. Starke
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 4/12/95 BY SP5C/bce
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Respectfully submitted
FOR THE CONFERENCE

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Clyde Tolson W. R. Glavin
Chairman Secretary

6-1 Attachment
JUN 29 1943

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June 16, 1943

THE DIRECTOR

The ^QExecutive Conference, those present being Messrs. E. A. Tamm, Rosen, Glavin, Quinn Tamm, Tracy, Hendon, Ladd and Hince, approved the following additional alternates to be considered for the next session of the FBI National Police Academy. Due to Selective Service status of several applicants, discovered during investigation, it has been necessary to make replacements.

1. Indianapolis, Indiana, PD
2. Lenoir, North Carolina, PD
3. Brookline, Massachusetts, PD
4. Berkeley, California, PD
5. Clifton, New Jersey, PD
6. Hackensack, New Jersey, PD
7. Muskogee, Oklahoma, PD
8. South Carolina State Highway Patrol
9. Aberdeen, South Dakota, PD
10. San Antonio, Texas, PD
11. Lewiston, Illinois, PD
12. Elmira Heights, New York, PD

Respectfully,
FOR THE CONFERENCE

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Harbo _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

cc-Mr. Glavin

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INITIALS OF ORIGINATOR

W. R. Glavin

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June 4, 1943

THE DIRECTOR

The Executive Conference considered the training of Special Agents in Charge in view of the fact that in the near future all Special Agents in Charge will have completed the second complete cycle of re-training during the past year.

Although the Special Agents in Charge have attended two In-Service Schools during the past year it has not been possible to have all Special Agents receive this training and it is not yet time to revise the In-Service curriculum so as to provide a new cycle of In-Service training.

The Conference recommended that five regional conferences of Special Agents in Charge be held late in 1943 at New York, Chicago, Memphis, Salt Lake City and Denver.

The following schedule is suggested:

1. Salt Lake City -- November 2
2. Denver -- November 3
3. Chicago -- November 5
4. Memphis -- November 6
5. New York -- November 8

It was recommended that all Conferences be handled by one Bureau

Official.

The Conference recommended that all Special Agents in Charge be scheduled in attendance at regular In-Service training schools commencing with the first school to be held in January, 1944, and that three Special Agents in Charge attend each class until all have completed the course.

Those present were Messrs. Tolson, Glavin, E. A. Tamm, Tracy, Nichols, Ladd, Mumford and Hince.

ALL INFORMATION CONTAINED

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DATE 11/13/81 BY SP5/BJC

#323813

Respectfully,
For the Conference

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Clyde Tolson,
Chairman

NOT RECORDED

W. E. Glavin
Secretary

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June 12, 1943

WJR:jm

THE DIRECTOR

The Laboratory has been submitting monthly a 12-page detailed report of the statistical accomplishments of the Laboratory, and a detailed study of this report reveals that a streamlined report of 3 pages, a sample of which is attached, will meet all the needs of the Budget, Personnel and Statistical Divisions of the Bureau.

The Executive Conference unanimously recommended the adoption of the simplified report attached, and if approved by the Director, the statistical report on work performed in the Laboratory monthly will be submitted in the new form.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. L. Glavin, Secretary

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DATE 4/15/92 BY SP-5 JPC
4323013

Mr. Tolson _____ cc - Mr. Glavin
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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June 23, 1943

THE DIRECTOR

The ⁶Executive Conference, those present being Messrs. J. A. Tamm, Nichols, Carson, Tracy, Ladd, Rosen, Hendon, Glavin and Eince, considered the suggestion of Special Agent H. L. Scott of Kansas City that copies of memoranda in certain cases not be submitted to the United States Attorney, even though the United States Attorney has expressed an opinion. Special Agent Scott was referring particularly to those cases involving routine matters in which there is no important implication.

RECOMMENDATION: The Executives Conference recommends that the Bureau continue its present regulation that in each instance when a United States Attorney has expressed an opinion and is quoted, a copy of the communication should be addressed to the United States Attorney in order that the Bureau may be properly recorded and protected.

Mr. Scott also suggested that if a study were made of the number of communications being sent to the United States Attorney's office, a considerable amount of administrative work would be eliminated. This matter is being referred to Inspectors for observation and for a report to the Bureau.

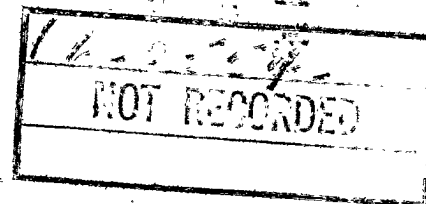
A letter to Agent Scott has been prepared, if approved.

Respectfully,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. E. A. Tamm ALL INFORMATION CONTAINED
Mr. Clegg HEREIN IS DISCLASSIFIED
Mr. Coffey DATE 4/13/79 BY SP5CJ/Kce
Mr. Glavin _____ #323,013
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon cc - Mr. Glavin
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

W. R. Glavin
Secretary



100-1000

June 21, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. E. J. Tamm, Glavin, Acers, Hendon, Carson, Tracy, Nichols, Ladd, Rosen and Hince, considered the suggestion of Mr. Clegg that the Bureau through personal contact approach the Office of Price Administration with a view to arranging that instructions be issued to local ration boards throughout the country to grant to authorized police officials additional gas coupons to take care of their transportation needs for attending quarterly Police Conferences.

Mr. Clegg stated this would accomplish the following results:

1. Prevent a falling off in attendance.
2. Prevent any excuse for failure to attend, based on rationing of gas.
3. Make unnecessary the holding of an additional number of Conferences in each division.
4. Will reflect a recognition of the value of these Conferences from the national and law enforcement standpoint and the fact that an affirmative action on this request is being should be published in the "Investigator" and in the "FBI Law Enforcement Bulletin."

The Conference with the exception of Mr. Hince was unanimously opposed to the subject on the grounds that the present attitude of the adminis-

Mr. Tolson is to reduce rather than to increase the amount of gas being consumed.
Mr. E. A. Tamm pointed out the Office of Price Administration requires its employees
Mr. Clegg to travel by day coach. It was the feeling of the Con-
Mr. Coffey ference that to make such a request of the Office of Price Administration would
Mr. Glavin be to invite criticism of the Bureau.

Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

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DATE 4/15/91 BY SP5R/BJC
#323013

Clara Tolson,
Chairman

W. D. Glavin,
Secretary

CC - Mr. Glavin

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June 26, 1943

THE DIRECTOR

The Executives Conference, those present being Messrs. E. A. Tamm, Coffey, Glavin, Ladd, Nichols, Rosen, Tracy, Hendon, Carson, Q. Tamm and Hince, considered the suggestion made by employees in the Chief Clerk's office of the Newark Division that mail cover index cards be arranged within each geographic subdivision according to the address covered rather than by the name of the individual whose mail is covered. The employees felt that this would facilitate the locating of mail cover index cards because sometimes mail covers are received from the postmaster for the address covered but referring to a name on which a cover has not been placed.

It was pointed out to the Conference that to make the change indicated would be to arrange the system to cover addresses when what we really want to do is to cover names.

RECOMMENDATION: The Conference recommended that the present system of subdividing the geographical location alphabetically by the name of the person covered should be continued.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

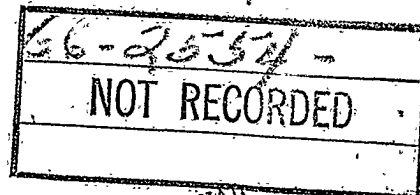
Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____ cc-Mr. Glavin
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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June 26, 1943

THE DIRECTOR

The ~~Executives~~ Conference, those present being Messrs. E. A. Tamm, Coffey, Glavin, Ladd, Nichols, Rosen, Tracy, Hendon, Carson, Quinn Tamm and Hince, considered the suggestion of Special Agent Joseph A. Smith that each agent be given an efficiency rating before he is transferred. It was pointed out to the Conference that frequently an agent leaves his field office on transfer before his efficiency rating has been prepared. It was also pointed out to the Conference that there is undoubtedly some laxity on the part of Special Agents in Charge in this matter and that sometimes there is not enough effort expended to get the report typed in time so that the agent can see it.

The Conference recommended that the Bureau's policies with reference to submitting efficiency reports on agents before they actually leave on transfer be re-emphasized to the field. A suggested letter is attached.

Respectfully,
FOR THE CONFERENCE

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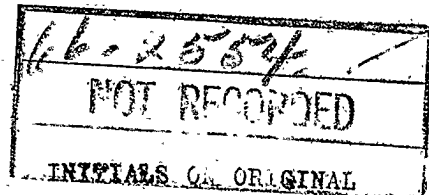
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Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
cc - Mr. Glavin
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



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June 26, 1943

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THE DIRECTOR

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The Executives Conference, those present being Messrs.

E. A. Tamm, Coffey, Glavin, Ladd, Nichols, Rosen, Tracy, Hendon, Carson, and Tamm and Minco, considered arrangements for the graduation exercises of the FBI National Police Academy to be held on July 17, 1943. The Conference approved the following recommendations:

1. A stenotypist should be assigned to cover the graduation exercises and they should be recorded. If approved, a memorandum to Mr. Glavin and a memorandum to Mr. Coffey have been prepared.

2. It was recommended that Mr. Nichols should be assigned to handle press relations at the exercises.

3. It was recommended that FBI clerical employees assigned to the Department of Justice Building should be invited to attend the exercises, in so far as seats are available, with employees from each division invited on a percentage basis.

4. It was recommended that all Special Agents in training, both New Agents and In-Service men, who are in Washington on July 17th, be in attendance at the exercises.

5. It was recommended that the following departmental officials be invited orally and informally:

| | | |
|----------------|-----------------------------|-------------------------|
| Mr. Tolson | 1. Mr. Daniel Lyons | 3. Colonel Robert Gibbs |
| Mr. E. A. Tamm | 2. Judge Alexander Holtzoff | 4. Mr. Gus Vanech |

6. The following experts were recommended:

| | |
|----------------|---|
| Mr. Clegg | Special Agent C. O. Hawkins, Liaison with |
| Mr. Coffey | General Press at New York |
| Mr. Glavin | Mr. Nease |
| Mr. Ladd | Supervisor F. T. McIntyre |
| Mr. Nichols | Counselor Charles A. Fletcher |
| Mr. Rosen | Counselor J. Vaughn Bond |
| Mr. Tracy | Supervisor E. B. Hunter |
| Mr. Carson | Supervisor Russell E. Smith |
| Mr. Hendon | Supervisor William J. Powell |
| Mr. McGuire | |
| Mr. Mumford | |
| Mr. Harbo | |
| Mr. Quinn Tamm | |
| Mr. Nease | |
| Miss Gandy | |

General Iron
Mr. William H. Jeffers
Father Lloyd
Chief Joseph Cross,
President, IACP
Chief James R. Broughton
Mr. Harry Pearson
Chief John P. Jones
Chief Fred W. Holt

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SERIALIZED FILED
JUN 28 1943
FBI - NEW YORK

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Supervisor R. D. Douglas
Supervisor A. E. Leonard
Supervisor E. J. Buttler
Mr. J. J. McGuire

Mr. J. J. Starke
Mr. J. S. Rogers

Superintendent Andy Kavanaugh
Superintendent S. J. Kelly of R.I.
Chief John L. Sullivan
Mr. J. C. Gale (Assistant to Mr.
Jeffers and Chief Special Agent
of the Union Pacific Railroad)
Mr. Steve Haganan
Major General J. T. Lewis

Several Congressmen have been invited and some have indicated that they will try to be present. It was agreed that Mr. Glavin would be present at the exercises and available at the main entrance because he will be able to recognize the members of the Congressional Subcommittee. Haganan will be available to escort them, when recognized by Mr. Glavin.

7. It was recommended that the following be seated on the platform:

The Director
Mr. Jeffers
General Drum and His Aide
Father Lloyd
The President of the Graduating Class, Mr. John Angler
Major General J. T. Lewis
Mr. J. C. Gale
Mr. Steve Haganan
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Members of the Congressional Subcommittee who have been specially
invited and who accept)

8. The following program was recommended:

Call to Order
Presentation of Father Lloyd
Invocation
Introduction of President of Graduating Class
Address

Presentation of the Director
Address
Introduction of Mr. Jeffers
Address
Introduction of General Drum
Address
Recommendation for the Awarding of the Diplomas
Awarding of Diplomas
Benediction

Mr. Clegg
Mr. Clegg
Father Lloyd
Mr. Clegg
President of the
Graduating Class
Mr. Clegg
The Director
The Director
Mr. Jeffers
The Director
General Drum
Mr. Clegg
The Director
Father Lloyd

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

9. It was recommended that the visiting LACP officials, viz., Chief Owens, Chief Broughton, Larry Benson, Chief Woods, Chief Hoff, Director of Public Safety Havannah, Superintendent Kelly of Rhode Island and Chief Sullivan not be seated on the platform but that they be seated in the front rows of the audience in accordance with the procedure of the last few graduation exercises.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

J. E. Glavin
Secretary

Mr. Tolson_____
Mr. E. A. Tamm_____
Mr. Clegg_____
Mr. Coffey_____
Mr. Glavin_____
Mr. Ladd_____
Mr. Nichols_____
Mr. Rosen_____
Mr. Tracy_____
Mr. Carson_____
Mr. Hendon_____
Mr. McGuire_____
Mr. Mumford_____
Mr. Harbo_____
Mr. Quinn Tamm_____
Mr. Nease_____
Miss Gandy_____

LAH:BG

June 24, 1943

THE DIRECTOR

The Executives Conference, those present being Messrs. E. A. Tamm, Glavin, Coffey, Nichols, Acers, Hendon, Carson, Tracy, Mumford, Ladd, Rosen and Hince, considered the suggestion of Special Agent William H. Nimmins that the Bureau adopt a form memorandum to be used in furnishing information from which a source of information card could be prepared. This form memorandum would be filled in by the Special Agent developing the source of information in place of the present practice of dictating a memorandum from which the source of information card is prepared.

RECOMMENDATION: The Conference was opposed to the adoption of another form for this purpose on the grounds that it is not needed, that it would tend to routinize the information placed upon sources of information cards and that the matter may be adequately handled by the present practice of dictating a memorandum.

If approved, a letter to Special Agent Nimmins has been prepared.

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HEREIN IS UNCLASSIFIED
DATE 4/15/91 BY SP5C/Hese
#323013

Respectfully,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Glavin _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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LAL:EG

June 23, 1943

THE DIRECTOR

The Executives Conference, those present being Messrs. E. A. Tamm, Rosen, Ladd, Nichols, Acers, Tracy, Hendon and Hince, considered the suggestion of Special Agent H. L. Scott that the verification of all detainees placed in penal institutions be made by letter instead of by actual contact by a Special Agent. The Executives Conference could see no reason why a verification by letter would not be satisfactory, even though the penal institution might be located in some other district.

If approved, appropriate instructions will be issued.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/15/91 BY SP5C/ke

#323013

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____ cc - W. E. Glavin
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554-

RECEIVED

OK

RECEIVED

June 23, 1943

RCH:DW

THE DIRECTOR

It has been noted that various clerks of the Bureau request files in their own name which they subsequently deliver to various Supervisors for whom they are working. This complicates the locate problem in that a file charged to the clerk may as a matter of fact be in the possession of any one of several Supervisors. While there is no rule against this practice the Files Section has attempted to circumvent the situation through asking the clerks for the name of the Supervisor who is to get the file.

Executive The Conference consisting of Messrs. E. A. Tamm, Carson, Rosen, Coffey, Hince, Ladd, Mumford, Glavin, Leers, Tracy and Hendon unanimously recommended that wherever possible clerks be required to secure the files in the name of the Supervisor for whom they desire same. If a clerk or stenographer obtains a file for his own use rather than for the use of the Supervisor he should of course request it in his own name. A memorandum for all division heads is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/15/91 BY SP5CJ/hce
#323013

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

W. R. Glavin 66-2554-1
Secretary
NOT RECORDED

ORIGINAL COPY FILED IN 66-818

SJT:fra

June 7, 1943

THE DIRECTOR

Reference is made to your memorandum of June 2, 1943 in which you set out the results of the recent inspection of each of the supervisors' offices.

With reference to the Identification Division this report sets out that out of a total of eleven files charged to Agent Supervisor Hallett none were charged out more than seven days, however, four were found in the possession of Mr. Edgar Hicks although they were charged to Mr. Hallett.

With reference to the four files found in the possession of Edgar Hicks the report states "this negligence is inexcusable and must be corrected".

For the Director's information Mr. Hicks is assigned to Mr. Hallett's immediate office and is in the same category as though a file were charged to me and was on my secretary's desk. The files charged to Mr. Hallett are properly handled by Mr. Hicks in his immediate office. Therefore, I do not believe the criticism is justifiable.

Respectfully,

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/15/81 BY SP5C/BCE

#323013

S. J. Tracy

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ENCLOSURE

66-2554 ✓

ADDENDUM: 6/15/43 (ABK)

Mr. Hicks is Mr. Hallett's clerk and is exactly in the same category as a stenographer or a secretary assigned to a specific agent supervisor. If the rule is such that my secretary in an adjoining office must recharge a file she hands to me, then the rule by all means should be changed. It is silly as well as ridiculous. It has been the practice for years for the Files Section to charge any file except a personnel file to clerks, secretaries, or stenographers of Bureau officials. This rule has not been changed so far as I know. SJT

EPC:AF

June 22, 1943

MR. E. A. TAMM

Re: Long Range Direction Finders

I recently talked to you about the desirability of the Bureau's establishing long range direction finding stations. At that time in view of the fact that our use for such equipment is occasional and in view of the fact that both FCC and the Army Signal Corps have good equipment of this type it was your recommendation, in which I concurred, that the Bureau not at this time go into the acquisition and installation of these stations.

There has now developed a new angle which may alter this policy. In conjunction with a current treason case we have in the past several days sought assistance of the U. S. Army Signal Corps. They agree to take DF bearings of certain German stations, however they specify that their men would not be permitted to give testimony in court on the technical findings. Of course, this would make their findings practically useless for criminal prosecution purposes and in this case we will probably have to turn to the FCC to have the bearings made by their civilian personnel.

However, the view I now want to present is that in view of the fact the FCC Radio Intelligence Division may in the near future be absorbed by the U. S. Army we would then have no source where we could get long range radio direction finding which could be substantiated by technical testimony from the experts who made the bearings.

Mr. Tolson The technical equipment alone for four stations would approximate \$3000 and would take some time in fabrication. Subsequently station sites would have to be selected and the equipment erected. It is now my recommendation that the Bureau place the order for the \$3000 worth of equipment so that we will have it and have the experience in operation of it in the event the Army absorbs the Radio Intelligence Division of FCC, leaving us without a place where we can get this technical assistance and testimony thereon.

Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,

E. P. Coffey.

Unanimously approved by Executive Conference, June 25, 1943.

ALL INFORMATION CONTAINED

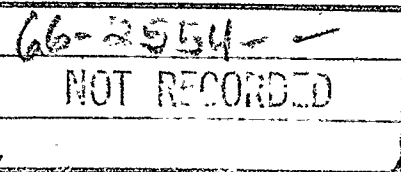
HEREIN IS UNCLASSIFIED

DATE 8/15/96 BY SP5C/bce

#323413

29 AUG 12 1943

ORIGINAL FILED IN 66-2554-347



PAL:JS

June 22, 1943

MR. NICHOLS

RE: Routing Teletypes after Midnight
and on Weekends

At the present time the responsibility rests with the clerks in the teletype room to evaluate all incoming teletypes and to determine whether they should be sent to the midnight Supervisors, which procedure is being followed with regard to national defense and general investigative matters. However, no provision is made for incoming wires which should be brought to the attention of other Divisions in the Bureau.

This leaves a great responsibility with our clerical employees in the Communications Section, especially with reference to matters which should be brought to the attention of the Laboratory. It is very difficult for our employees to decide when to call Mr. Coffey or Mr. Martin in the Laboratory regarding matters which on the face of the message do not appear to be urgent but which if all the facts were known or if the employees had the benefit of Agent's training and experience might be an urgent matter.

RECOMMENDATION: It is recommended that all wires received after midnight and on weekends be handled by the midnight and weekend Agent Supervisors. Our wire routers can put the proper routing on the wire and the midnight Supervisor can merely scan same, ascertain whether the interested Supervisors should be advised and do so if necessary. If it is not necessary that the Supervisors be advised at home, the midnight Supervisor can merely turn the wire over to the messenger for delivery at the office of the appropriate Supervisor.

Mr. Tolson _____
Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Harbo _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Respectfully,

NOT RECORDED

F. A. Larmoyeux

7/12/43 LBN:RC

ADDENDUM: The Executive Conference consisting of Messrs. Acers, Mumford, Hince, Hendon, Carson, Coffey, Quinn Tamm, Tracy, Glavin and Nichols considered Mr. Larmoyeux' suggestion and unanimously recommended its approval.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/15/91 BY SP5CJ/bw
323,013

LAM:HEM

June 21, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Nichols, Carson, Tracy, Ladd, Rosen, Glavin, Hendon and Hince, considered the question presented by Mr. Hince to the Executive Conference for decision as to whether newly appointed Special Agents traveling to their first office of assignment should be permitted to use air transportation.

It was pointed out these Agents are not eligible for priorities and that if they take air transportation they may be delayed at various points enroute because of other passengers having priorities.

RECOMMENDATION:

It was the opinion of the Conference that there is no need for new Agents to use air transportation to their first office of assignment as they should be able to arrange for railroad transportation in all instances.

Respectfully,
For the Conference

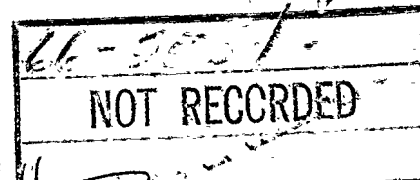
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/15/91 BY SP5 CJP/hce
323,013

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____
cc - Mr. Glavin



ORIGINAL COPY FILED IN

CHC:LL

June 21, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/15/1968 BY SP5 CJP/bce
#323,013

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Ladd, Glavin, Nichols, Rosen, Coffey, Hendon, Hince, and Carson being present, considered a request from some of the FBI Legal Attaches that they be permitted to hire, locally, native messengers to take care of Bureau automobiles being used on official business.

It was pointed out to the Conference that the Bureau's Legal Attaches in a number of Latin American countries, particularly Ecuador and the Dominican Republic, have advised that generally the practice in these countries is to have a locally employed native chauffeur, caretaker, or messenger watch after automobiles in order to prevent their being dismantled by thieves, etc. It was pointed out that in most of the Latin American cities, an automobile parked on the street or roadway during the course of an investigation or other official call would be almost certainly stripped and robbed of all removable parts, including tires, etc., if it is not watched during the absence of the Agent. Local law enforcement officials make no special effort to stop this practice, in view of the fact that it is the universal practice to have the automobiles attended and watched at all times while parked.

INITIALS ON ORIGINAL

The situation is so acute in some of the Latin American cities that the Agents have found it impossible to utilize Bureau cars on investigations unless two Agents, or an Agent and a Bureau clerk, go on each call, one of them being always left with the car. This is highly impracticable and involves a huge waste of time and effort; besides, frequently two Agents are just simply not available for such calls and trips.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo

Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

66-2554-
NOT RECORDED

ORIGINAL FILE

77 JUL 8 1943

RETURN DIRECTLY TO SIS DIVISION

Memorandum for the Director

Page 2

It was also pointed out to the Conference that, with very few exceptions, there are no liability insurance companies doing business in Latin America generally, for which reason, naturally speaking, there is no such thing as automobile liability insurance. This also applies to the matter of theft insurance, etc., affecting automobiles.

The Conference was of the unanimous opinion that the Bureau should, in those instances where necessary because of local conditions, authorize the Legal Attache to employ a messenger to attend Bureau cars, so long as the cost would not exceed \$20.00 to \$30.00 a month further, that the Bureau should have in each instance a complete and detailed investigative report forwarded to Washington, D. C., on each such native messenger to be employed, before authorization is given for the employment; further, that the Legal Attache should be in each instance advised by letter that the Bureau will hold the Attache and his family and strictly responsible for the Bureau car, its safety, condition, etc., despite the fact that the employment of such a messenger is being authorized.

If you approve, this procedure will be adopted immediately.

Respectfully,
For the Conference

Clyde Tolson
Chairman

J. R. Glavin
Secretary

June 18, 1943

CHC:LL

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Nichols, Rosen, Ladd, Hendon, Hince, Acers, Tracy, and Carson being present, considered the attached memorandum dated June 18, 1943, from Special Agents H. H. Farrin and C. W. Toulme, requesting that the Bureau reimburse them for certain personal properties lost by them while engaged on a plant survey trip in the jungles of Peru. It will be noted that the Agents were proceeding on a trip in the jungles in connection with the survey, by outboard motor-powered dugout canoe, on the night of May 25, 1943, when the canoe struck a submerged tree and overturned.

Personal property of Agent Farrin to the amount of \$67.00, and personal property of Agent Toulme to the amount of \$102.50 were, according to these Agents, lost or destroyed.

Agent Farrin also lost a personal camera which he had borrowed from Mr. Jack Keggeris, clerk in the office of the Legal Attache in Lima, Peru. He stated that this camera had been borrowed for official use in connection with the survey, it being a small candid camera. There was a Bureau-owned Speed Graphic camera in the office of the Legal Attache at Lima, but this camera was not taken on the trip inasmuch as it was considered too bulky and too valuable. A Bureau Reocomar camera was not available due to the lack of film. Agent Farrin desires to purchase a candid camera and case of the kind lost, at Bureau expense, and furnish them to Clerk Keggeris.

The Conference decided that the total loss, including the camera, was in the nature of personal risk assumed by the Agents and that the Bureau should not reimburse the Agents for any portion of this loss. It was pointed out that the Speed Graphic camera was available and could have been used except that the Agents considered it too bulky, too valuable, and not suitable for the particular job at hand. The other personal property lost by the Agents was in the nature of personal wearing apparel and similar items, and it was felt that any Agent is liable to lose such property at any time in connection with Bureau work, and cannot expect to receive reimbursement from official funds therefor.

If approved, these Agents will be advised accordingly.

Respectfully,
For the Conference

W. R. Glavin
Secretary

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/15/91 BY 325 cfb/cie
#323,013

Clyde Tolson
Chairman

Attachment

77 JUL 24 1943
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ORIGINAL FILE IN 64-4732-1

66-2534-
NOT RECORDED
JUL 22 1
RECORDED

CSC:LL

June 18, 1943

THE DIRECTOR

With regard to the attached letter from Special Agent Harold B. Judell dated June 14, 1943, it is noted that he inquires whether the Bureau would object to his presenting a claim to a private insurance company for benefits accruing to Mr. Judell under the terms of his policy in connection with his recent extensive hospitalization and sickness in Lima, Peru. Mr. Judell points out in his letter that in order to collect the benefits owing to him from the insurance company, he will have to furnish proof as to his illness and hospitalization, which will reveal the place of his assignment. Mr. Judell pointed out that possible embarrassment might accrue to the Bureau through this action, for which reason he made the inquiry. He states as follows:

"In the event the Bureau perceives some objection I must request that it compensate me in accordance with the terms of the policy. I trust that the Bureau can fully understand my position in this regard."

The Executive Conference, Messrs. E. A. Tamm, Glavin, Nichols, Rosen, Ladd, Hendon, Hince, Acers, Tracy, and Carson being present, considered this matter, and the Conference was of the unanimous opinion that Mr. Judell should be permitted to collect any benefits that he might be able to collect from the insurance company in connection with his hospitalization and sickness. It was felt by the Conference that there should be no embarrassment

Mr. Tolson the Bureau as a result of this action by Mr. Judell, inasmuch as he was
Mr. E.A. Tamm to the Embassy at Lima, Peru, as Legal Attache.

Mr. Clegg

Mr. Coffey If approved, Mr. Judell will be advised accordingly.

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

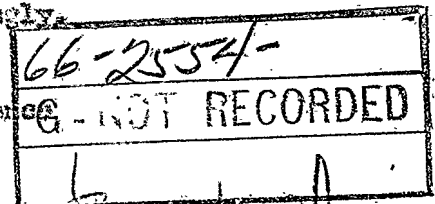
Mr. Nease

Miss Gandy Attachment

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. R. Glavin
Secretary



RETURN DIRECTLY TO SIS DIVISION

77 JUL 1 1943

pc
WRG:MTS

June 16, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Mumford, Rosen, Quinn Tamm, Tracy, Hince, Hendon, and Glavin, considered a suggested personal and confidential communication to all Special Agents in Charge, attached hereto, instructing in detail as to the reporting of confidential expenditures and the submission of up-to-date inventories of materials purchased confidentially so that Bureau records may be up-to-date at all times.

The Conference was of the unanimous opinion that this particular personal and confidential communication should go forward to the field concerning these matters.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

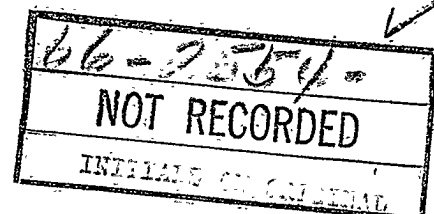
HEREIN IS UNCLASSIFIED

DATE 11/17/94 BY 850160
323043

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Piper _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



53 JUL 24 1943

ORIGINAL COPY FILED IN 100-1687-168

LAI:BG

June 23, 1943

THE DIRECTOR

The Executives Conference, those present being Messrs. E. A. Tamm, Glavin, Coffey, Nichols, Tracy, Ladd, Cullora, Rosen, Carson and Hince, considered the suggestion of Special Agent in Charge R. K. Hess that he be permitted to file index cards on motor numbers and automobile license numbers according to the last three digits of the number. The Bureau's regulations provide that numbers should be filed in normal numerical sequence. Mr. Hess referred to difficulties encountered because of the practice of some motor car manufacturers in putting letters in the sequence of numbers. The present Bureau practice is to ignore the letters and to file by strict numerical sequence. This matter had been referred to the Files Section and Mr. Patterson recommended unfavorable action on the suggestion.

RECOMMENDATION: The Executives Conference believed that index cards on motor numbers and license numbers can be filed accurately and adequately in strict numerical sequence, in accordance with present Bureau regulations.

If approved, the Louisville office will be informed.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/15/82 BY SP5CJ/bca
323013

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

E. A. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

[Handwritten signature]

66-2554-

LAH:EG

June 16, 1943

THE DIRECTOR

The Executives' Conference, those present being Messrs. E.A. Tamm, Rosen, Glavin, Quinn Tamm, Tracy, Hendon, Ladd and Hince, considered the suggestion of Special Agent L. L. Tyler and the comments of Supervisor S. S. Alden concerning the indexing of field office memoranda. The suggestion contemplated that, whenever an investigation is conducted in the field and the report is not submitted to the Bureau, the field should prepare an index card and forward it to the Bureau for inclusion in the central indices at Washington. The objective of the suggestion is to make the Files Section at Washington a complete repository of information.

The Conference disapproved the suggestion on the following grounds: (1) Under the present regulations, if an investigation discloses information of substantial value, a report should be submitted to the Bureau. Accordingly, information of value should now be indexed in the Bureau's files, under the present regulations. (2) If the index cards are submitted to the Bureau, the objective of our recent efforts would be lost inasmuch as there would be an increase in paper work.

If approved, a letter to Mr. Tyler has been prepared.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/15/91 BY SP-1/bce
323813

Respectfully,
FOR THE CONFERENCE

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson cc-Mr. Glavin
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

| |
|--------------|
| 66-2554-1 |
| NOT RECORDED |

ORIGINAL FILED IN

WRG:1rd

June 15, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Hince, Hendon, Carson, Tracy, Ladd, Mumford, Rosen and Glavin considered a memorandum submitted by Mr. Tracy concerning the vending machines in the Armory placed there by the Association For The Blind.

Mr. Tracy pointed out that prior to the time the Identification Division moved into the Armory vending machines were in the various corridors containing candy, peanuts, chewing gum and such items. It appears that the Association of the Blind, for the four week period just past, received \$127.00 as their share of the profits. The total incomes from these machines was over \$500.00 during this period.

Mr. Tracy pointed out that Mr. Ellis, Building Superintendent at the Armory, stated that in so far as the Public Buildings Administration was concerned, the vending machines were not desirable inasmuch as they cause additional expense for cleaning service. Bits of candy and peanuts get dropped on the floor and candy wrappers are spread around causing additional work for the char force. Mr. Tracy also advised that he spoke to two representatives of the Canteen Company, pointing out that he was going to recommend that the machines be moved.

The Conference feels that since these machines were there at the time we moved into the Armory and since we have not objected to their take-up to the present time and due to the further fact that the profits go to the Association For The Blind, it would be undesirable to remove these vending machines out of the building at the present time. The Conference suggests, however, that the machines be moved into the adjacent Canteen Room which will take them out of the halls and eliminate objection raised by the Public Buildings Agency pertaining to cleanliness.

Mr. Tracy _____
Mr. Carson _____ Should the Director approve, Mr. Tracy will so advise the members of the Canteen Company concerning this matter.
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/15/91 BY SP5CJ/bjs
#323,813

Clyde Tolson NOT RECORDED
Chairman Secretary

INITIALS ON ORIGINAL

53 AUG 12 1943

ORIGINAL FILED IN 66-15458-2

WRG:ATW

June 11, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Hendon, Hince, Tracy, Carson, Acers, Mumford, Rosen and Glavin considered the revised instructions pertaining to leave regulations for use by the seat of government supervisors and recommended approval of the attached suggested instructions to be distributed to each unit head and Assistant Director at the seat of government.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

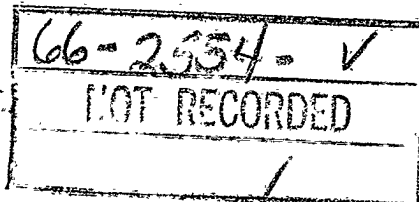
DATE 4/18/87 BY SP5C/66
146323013

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Piper _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ORIGINAL FILED IN 66-2087-1889

PROPOSED SECTION OF THE NATIONAL DEFENSE MANUAL

SECTION 13. CONFIDENTIAL NATIONAL DEFENSE INFORMANTS
CONFIDENTIAL PLANT INFORMANTS

SECTION 13A. INTRODUCTION (SEE ALSO SECTION 9 OF THE MANUAL OF RULES AND REGULATIONS)

The Bureau in its national defense program and other activities realizes the vital necessity for establishing and maintaining thoroughly reliable and trustworthy mediums through which an expeditious and continuous flow of information concerning persons and organizations whose activities are inimical to the national defense will be available to the Bureau.

In view of the fact that the Bureau is charged with the responsibility of investigating violations of espionage, sabotage, and other violations affecting the national defense, too much emphasis cannot be placed upon the extreme necessity of establishing and maintaining reliable informants who will be in a position to inform the Bureau of any activities in which it is interested. It is the duty of the Special Agent in Charge to be currently informed of all activities regarding violations over which the Bureau has investigative jurisdiction.

SECTION 13B. TYPES OF CONFIDENTIAL INFORMANTS

- (1) CONFIDENTIAL NATIONAL DEFENSE INFORMANTS are individuals who supply information to the Bureau concerning any persons or organizations engaging in activities inimical to the national security, such as information concerning sabotage, espionage, Selective Service violations, and all subversive activities including Communism, Nazism, Fascism, or any other so-called anti-American "isms."

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____

In the event a CONFIDENTIAL NATIONAL DEFENSE INFORMANT has been convicted of a felony, it will be necessary when such an informant is designated by a symbol to place the letters "CR" before his symbol.

Mr. Carson _____ (2)
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____

CONFIDENTIAL PLANT INFORMANTS are those individuals who are in a position to furnish information concerning any persons or organizations inimical to the national security, with particular regard to industrial plants and other facilities of importance to the war effort.

No CONFIDENTIAL PLANT INFORMANT shall be developed and maintained by any field office if such person has been convicted of a felony.

Mr. Nease _____
Miss Gandy _____

DATE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

ENCLOSURE

#323013

66-2554-2038

SECTION 13C. ESTABLISHING RELIABILITY AND REPUTATION OF CONFIDENTIAL NATIONAL DEFENSE INFORMANTS AND CONFIDENTIAL PLANT INFORMANTS

- (1) Before an individual is designated and carried as a regular CONFIDENTIAL INFORMANT in the field office, the following steps should be taken:
 - (a) The field office files should be checked for any information regarding him and to determine that he is not the subject of a pending investigation.
 - (b) Appropriate discreet inquiries should be made to secure information concerning his background, patriotism, reliability, integrity and general reputation in the community.
 - (c) Information should be obtained concerning his personal history including his first name, middle name and surname; date and place of birth; past and present business connections; trustworthiness and loyalty; credit and criminal record.
- (2) The full responsibility for establishing whether an individual possesses a criminal record rests with the field.

SECTION 13D. WHEN BACKGROUND INFORMATION CONCERNING INFORMANTS SHOULD BE SUBMITTED TO THE BUREAU

- (1) CONFIDENTIAL PLANT INFORMANTS. Background information concerning this type of informant should be transmitted to the Bureau promptly after the above information has been obtained and he has been contacted, an explanation made of the Bureau's policy and he has agreed to cooperate.
- (2) CONFIDENTIAL NATIONAL DEFENSE INFORMANTS. Information concerning this type of informant should be submitted to the Bureau when he has displayed his ability to furnish information by doing so and there are reasonable grounds to believe he will continue to furnish information.

SECTION 13E. MANNER OF SUBMITTING BACKGROUND INFORMATION TO THE BUREAU REGARDING INFORMANTS

- (1) Background information concerning informants should be submitted to the Bureau preferably by individual letter on each informant; however, the information may be forwarded in memoranda, accompanied by a cover letter in which are set forth the names of the informants referred to in the accompanying memoranda. Letters pertaining to CONFIDENTIAL NATIONAL DEFENSE INFORMANTS should contain the symbol numbers assigned to these informants. It is not necessary to assign symbol numbers to CONFIDENTIAL PLANT INFORMANTS. When CONFIDENTIAL PLANT INFORMANTS are referred to in reports, their identities should be protected by the use of "T" symbols.

- (2) The original and one copy of these cover letters should be transmitted to the Bureau.
- (3) This letter should be properly captioned to indicate the classification which is being given to the informant.
- (4) Correspondence regarding more than one type of informant should not be included on a single communication.
- (5) All communications concerning Confidential Informants should be transmitted under confidential cover.

SECTION 135. SUBMISSION OF REPORTS AND INFORMATION CONCERNING VIOLATIONS OF LAWS

- (1) If the reports submitted by informants are of sufficient importance to warrant transmitting them to the Bureau immediately, they should be transmitted in duplicate with a cover letter which specifically indicates what action is contemplated by the field office regarding the information set forth in these reports. If such reports concern violations or individuals not related, they should be transmitted by separate cover letters so that the information may be appropriately handled at the Bureau.

SECTION 136. DEVELOPMENT OF CONFIDENTIAL SOURCES

- (1) CONFIDENTIAL SOURCES must be developed in all industrial plants operating on the war department's jurisdiction responsibility list and all other facilities which are important to the war effort, for example, transportation, power and communication facilities and storage plants for war supplies.
- (2) CONFIDENTIAL SOURCES shall not be developed through contact with the officials of the facilities, although it is required that such officials be contacted for the purpose of acquainting them with the Bureau's jurisdiction in national defense matters. All CONFIDENTIAL SOURCES must be developed without the knowledge of such officials and through direct contacts with the prospective informants.
- (3) CONFIDENTIAL SOURCES should be specifically advised that the Bureau is not interested in employer-employee relationships. The information furnished to the Bureau should reflect that such CONFIDENTIAL SOURCES developed have been specifically so advised.

SECTION 13H. DEVELOPMENT OF CONFIDENTIAL NATIONAL DEFENSE INFORMANTS

- (1) Each field division should develop and maintain CONFIDENTIAL NATIONAL DEFENSE INFORMANTS concerning all organizations and individuals within its territory which are inimical to the national defense.
- (2) It is of course impossible to establish any given set of rules or fixed methods of procedure in the development of confidential informants. It is believed that the success of this important work will depend entirely upon the initiative of the individual Agents and Special Agents in Charge.
- (3) In order to secure first-hand information concerning various subversive movements which may affect the internal security of the United States, it is necessary that informants be developed within the membership of those groups.
- (4) Informants of this type should not be approached until careful discreet inquiry has been made concerning their general background and reputation. In other words, it should be definitely ascertained that those individuals are no longer loyal to the group with which they are affiliated and that they have some definite reason for cooperating with the FBI.
- (5) Each Agent in his daily contacts and interviews should bear in mind that every individual he interviews is a potential informant. If he contacts that individual on more than one occasion and receives valuable information, in other words if he assures himself that the individual is able to produce and will continue to do so, he should make appropriate inquiry concerning the individual's background and reputation, and his name with background information should be submitted to the Bureau.

SECTION 13I. QUARTERLY REPORTS

In order that the Bureau may be currently advised of the activities of the various field offices in the development and maintenance of reliable CONFIDENTIAL NATIONAL DEFENSE INFORMANTS and CONFIDENTIAL PLANT INFORMANTS, a report must be submitted to the Bureau quarterly on the 20th of March, June, September, and December reflecting the total number of informants developed by each field office. Two separate and distinct reports should be furnished, namely:

- (1) A report on the total number of CONFIDENTIAL NATIONAL DEFENSE INFORMANTS, broken down into the following:
 - (a) Number of informants regarding German or Nazi activities.
 - (b) Number of informants regarding Italian or Fascist activities

- (c) Number of informants regarding Communist activities.
 - (d) Number of informants regarding Japanese Activities.
 - (e) Number of informants regarding activities of other nationalistic groups
 - (f) Number of informants regarding general un-American activities not falling within the first five groups.
 - (g) Total number of CONFIDENTIAL NATIONAL DEFENSE INFORMANTS developed by the field office, (the total of items a, b, c, d, e and f.) subdivided to reflect the number that are negroes.
- (2) A report should be submitted reflecting the total number of CONFIDENTIAL PLANT INFORMANTS developed by the field office in all facilities of importance to the national defense indicating:
- (a) The name of the plant or facility.
 - (b) Location of the plant or facility.
 - (c) Number of employees.
 - (d) Number of CONFIDENTIAL PLANT INFORMANTS developed.
 - (e) The total of all CONFIDENTIAL PLANT INFORMANTS in the field division, subdivided to reflect the number that are negroes.

SECTION 13J. DISTINGUISHING BETWEEN CONFIDENTIAL INFORMANTS AND SOURCES OF INFORMATION

- (1) SOURCES OF INFORMATION DEVELOPED IN PLANTS AND OTHER FACILITIES OF IMPORTANCE TO THE WAR EFFORT
- (a) In addition to the CONFIDENTIAL PLANT INFORMANTS who will include laborers and others who are working in the assembly lines, machine shops, and other productive areas of a plant or other facility, it is also deemed urgent that sources of information consisting of officials and other persons serving in supervisory or administrative capacities be developed so that they may assist in advising the Bureau of any evidences of violations of the National Defense Statutes. However, the distinction between CONFIDENTIAL PLANT INFORMANTS and sources of information should continually be borne in mind, and individuals such as presidents, vice presidents, secretaries and treasurers of facilities, plant protection officials, and others who are not desirous of their identity being kept in

confidence when reporting information to the Bureau, should be considered only as sources of information, and should not under any circumstances be listed as CONFIDENTIAL PLANT INFORMANTS.

- (b) The identity of such individuals falling into the category of sources of information should not be transmitted to the Bureau except when the field office reports information furnished by such sources of information, and it is not necessary that the background information, including data concerning character, reputation, integrity, and criminal records be submitted to the Bureau as is required in the case of CONFIDENTIAL PLANT INFORMANTS and CONFIDENTIAL NATIONAL DEFENSE INFORMANTS, as the Bureau does not desire to maintain records at the Seat of Government concerning the identity of the various sources of information developed in the field.

(2) SOURCES OF NATIONAL DEFENSE INFORMATION OTHER THAN SOURCES OF INFORMATION DEVELOPED IN PLANTS AND OTHER FACILITIES

- (a) Here again, as explained in the preceding subsection, a definite distinction should be made between sources of information in National Defense matters and CONFIDENTIAL NATIONAL DEFENSE INFORMANTS, and as related before, it is not necessary for the identity of such national defense sources of information to be furnished to the Bureau; nor is it necessary for background information, including character, reputation, integrity, and criminal records to be furnished to the Bureau.
- (b) In distinguishing between CONFIDENTIAL NATIONAL DEFENSE INFORMANTS and national defense sources of information, it might be well to point out that a member of a subversive organization who is furnishing information regarding the activities of the organization, and who does not desire under any circumstances that his identity or relation with the Bureau be generally known, should be considered as a CONFIDENTIAL NATIONAL DEFENSE INFORMANT, whereas on the other hand, a president of a local bank who, in the course of his usual business, receives information regarding a subversive organization but who does not desire that his identity be concealed and who does not care whether any person knows that he furnished information to the Bureau, should be considered as a source of information.

(3) AMERICAN LEGION CONTACTS

- (a) Individuals contacted in connection with the Bureau's American Legion program are purely sources of information and they should not be referred to as confidential informants or given symbols as such until they have assumed the full status of confidential informants. It is possible of course that certain of the individuals interviewed in connection with that program may later be developed to the point where they may be considered as confidential informants. In the event they are developed to the point where they could logically be termed CONFIDENTIAL GENERAL INVESTIGATIVE INFORMANTS or CONFIDENTIAL NATIONAL DEFENSE INFORMANTS, the Bureau

should be furnished the appropriate symbols, in order that these individuals may be identified by the Bureau in future communications. Background data should also be furnished.

- (b) Care should be exercised in order that they shall not be classified as confidential informants until they have been established as such.

SECTION 13K. BUREAU POLICY

- (1) In the event representatives of the Office of Naval Intelligence or Military Intelligence Division in the various field office districts should request information concerning the total number of confidential plant informants maintained by the Bureau in industrial facilities appearing on the Inspection Responsibility Lists, this information should be furnished to those agencies. However, the identities of the CONFIDENTIAL PLANT INFORMANTS should under no circumstances be disclosed to those agencies without prior Bureau authority.
- (2) In view of the fact that the Bureau does not have jurisdiction over the investigation of intelligence matters on Army and Navy reservations, establishments, etc., it is not desired that CONFIDENTIAL NATIONAL DEFENSE INFORMANTS or CONFIDENTIAL PLANT INFORMANTS be established among Army or Navy personnel or in Army and Navy reservations, establishments, etc., unless the field office is specifically instructed to do so by the Bureau. The instructions contained in this paragraph do not apply to CONFIDENTIAL GENERAL INVESTIGATIVE INFORMANTS.
- (3) In view of the fact that the War and Navy Departments have, by agreement, assumed investigative jurisdiction over "shadow plants" or "special defense plants," which are defined as Government-owned and civilian-operated plants, it is not necessary to develop CONFIDENTIAL PLANT INFORMANTS in such plants. A list reflecting the names of plants which are in this category has been furnished to each field office.
- (4) An individual to be classified as a CONFIDENTIAL NATIONAL DEFENSE INFORMANT should be actually engaged in obtaining and furnishing information to the Bureau.
- (5) All confidential informants should be specifically advised that they are in no manner representatives of the Bureau and they should be impressed with the confidential relationship which must exist and with the importance of never under any circumstances divulging their connection with the Bureau.
- (6) No information should be divulged to informants concerning any of the Bureau's projects or confidential undertakings.

(7) IMPORTANCE OF MAINTAINING CONTACT WITH INFORMANTS

- (a) In order that the Bureau might benefit to the fullest extent by the establishment of CONFIDENTIAL PLANT INFORMANTS and CONFIDENTIAL NATIONAL DEFENSE INFORMANTS, each field office should take the necessary steps to maintain proper contact with informants in order to sustain their interest and in order to develop such individuals into better mediums of information.

SECTION 13L. PAID CONFIDENTIAL INFORMANTS

- (1) If it is found necessary to reimburse certain informants for the information furnished, and it is believed that the information furnished by these informants is of sufficient value to warrant regular payments, you are authorized to expend an amount not to exceed \$10 per month or \$2.50 per week without prior Bureau authority. In every instance where payments exceed this amount, it will be necessary for the Special Agent in Charge to make a recommendation to the Bureau as to the amount of money to be paid the informant and prior Bureau authority obtained. At this time complete background information must be submitted together with the type of information which the informant will furnish.
- (2) It is the definite responsibility of each Special Agent in Charge to closely supervise the activities of all informants in his division. When payments are authorized by the Bureau, the Special Agent in Charge should definitely assure himself that full value is being received.
- (3) If at any time it appears that the information produced by the informant is not commensurate with the payments being made to him the payments should be immediately discontinued or adjusted accordingly and the Bureau should be promptly advised. Each informant should distinctly understand that he is not to represent himself as having any connection with the Bureau, and further that any information obtained by him should be secured through his own initiative.
- (4) Where payment to an informant has been authorized for a definite period of time, it will be necessary for the Special Agent in Charge to advise the Bureau at least two weeks in advance of the expiration of the period for which payment has been authorized as to whether the services of the informant are to be continued. At that time, if the Special Agent in Charge wishes to continue the use of the confidential informant, it will be necessary for him to make a definite recommendation concerning the amount of remuneration to be paid the informant, and to furnish the Bureau with a brief summary of the information which the informant has developed.

- (5) It should also be impressed upon all Bureau informants that they should furnish information exclusively to the Federal Bureau of Investigation.

SECTION 15N. SPECIAL SERVICE CONTACTS

- (1) **ORIGIN AND QUALIFICATIONS.** From time to time persons of prominence in various fields of endeavor offer their services to the Bureau. In order that the energies and services of such individuals may be used to the best advantage, when the individuals are known to the various Special Agents in Charge to be persons of unquestioned reliability, having the proper background to be thoroughly depended upon in the Bureau's work, the following procedure is to be adopted.
- (2) **PROCEDURE.** When an individual possessing the above outlined qualifications offers his services to a Special Agent in Charge or to a Special Agent of the Bureau, the Special Agent in Charge of the field division will write a letter to the Bureau setting forth biographical information concerning the individual, together with his full name, home address, home telephone number, occupation, business address, and business telephone number. The letter should also briefly contain the type of services the individual can render or the type of information he can be counted upon to obtain for the Bureau, as well as the date on which the individual volunteered his services to the Bureau. The letter should contain in its caption the full name of the individual and the words, "SPECIAL SERVICE CONTACT."
- (3) **ASSIGNMENTS**
 - (a) It is the responsibility of each Special Agent in Charge to utilize to the fullest extent, in connection with investigations pending in his field office, the services of Special Service Contacts. At the Seat of Government there is maintained an index concerning Special Service Contacts, in order that the services of these individuals may be utilized to the fullest extent in connection with instances which come to the attention of the Bureau, indicating that the services of Special Service Contacts could be profitably used therein. In the event a situation arises in a field division in which the services of a Special Service Contact could be used, but in which division no Special Service Contact apparently qualified is located, the situation should be called to the attention of the Bureau by the Special Agent in Charge of that field division in order that the Bureau's index concerning Special Service Contacts may be utilized in assigning such an individual located in another field division to aid in the investigation.
 - (b) The Bureau should be advised by letter concerning any assignment made by a Special Agent in Charge to a Special Service Contact. The Bureau should also be advised concerning the manner in which the Special Service Contact handles the assignment given him.

(4) DISTINCTION BETWEEN SPECIAL SERVICE CONTACTS, FIELD OFFICE CONTACTS, SOURCES OF INFORMATION AND CONFIDENTIAL INFORMANTS

Special Service Contacts are not to be construed as replacing the Field Office Contacts referred to in Section 9B of the Manual of Rules and Regulations. Individuals placed in the category of Special Service Contacts shall be leaders in their respective fields of accomplishment who have voluntarily and gratuitously offered their services to the Bureau. The Special Service Contact Program is not a project such as the development of Confidential National Defense Informants or Confidential Plant Informants. There is to be no solicitation on the part of any Special Agent in Charge or Special Agent in order to obtain the services of a Special Service Contact. Average citizens should not be placed in this category. Such individuals, capable of aiding the Bureau and expressing a cooperative attitude, should be placed in the Source of Information file. As distinguished from Confidential Informants, Special Service Contacts will actually engage in the performance of investigative matters for the Bureau, and for this reason it is reiterated, their reliability and discretion must be beyond question.

(5) USE OF SYMBOLS

Special Service Contacts should never be referred to by that title in investigative reports. There will be many instances where there is no objection to the use of a Special Service Contact's name in a report. There will be many instances, however, wherein good judgment and sound investigative procedure will dictate that the Special Service Contact's identity not be revealed in an investigative report. Sound discretion must be exercised in this regard by Special Agents and Special Agents in Charge. In order to protect the identities of Special Service Contacts in those instances where such action is indicated, it is desired that permanent symbols be assigned to them. The Bureau should, of course, be advised concerning the symbols assigned to Special Service Contacts. They should be referred to by their symbols wherever circumstances dictate.

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

Washington, D. C.

June 7, 1943

BLS:PGB
80-646

MEMORANDUM FOR MR. COFFEY

Re: Supplies and Equipment,
C. W. Radio Network.

In accordance with Mr. Halter's request, there is set out below an estimate of the radio materials which it is believed will be necessary for the operation of the Bureau's radio facilities and additional installations in the quarter beginning July 1, 1943. This material has been divided into two categories, including I - Equipment, and II - Supplies.

PART I

EQUIPMENT

Hallcrafters Type S-27 FM-AM Radio Receivers Each 3
(Approximate cost \$350.00 per unit)

Bendix "Beat Frequency" Frequency Meters Each 2
(Approximate cost \$400.00 per unit)

Portable Direction Finders, Battery Operated, All-Wave "Finch", or equal. Each 6
(Approximate cost \$250.00 per unit)

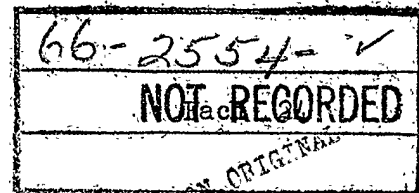
Panoramic Model SA-1, Type T-100, Radio-Spectroscopes Each 6
(Approximate cost \$350.00 per unit)

Model 320, Simpson Giant Set Tester Each 2
(Approximate cost \$41.00 each)

Model 410, Simpson Signal Generator Each 2
(Approximate cost \$57.50 each)

#666-H Triplet Pocket-Size Testers
(Approximate cost \$14.50 each)

Finch "Adcock" type Direction Finders, Model F-115-G Each 4
(Approximate cost \$750.00 each)



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DATE 7/18/91 BY 3238/3

JUN 25 1943

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aperiodic Radio Receivers, 117-volt A.C. Operated,
Manufactured by Kamm Manufacturing Company,
Baltimore, Maryland
(Approximate cost \$150.00 each)

The following equipment is manufactured by the General Radio
Company, Cambridge, Massachusetts:

| | | |
|------|---|---|
| Each | 1 | Precision Condenser, Type 722-N (100 to 1100 mmf.) (Approximate cost \$150.00) |
| Each | 1 | Impedance Measuring Circuit, Type 821-A (Approximate cost \$340.00) |
| Each | 1 | Impedance Bridge, Type 620-A (Approximate cost \$175.00) |
| Each | 1 | Standard Signal Generator, Type 805-A (Approximate cost \$850.00) |
| Each | 1 | Beat Frequency Oscillator, Type 913-A (Approximate cost \$260.00) |
| Each | 2 | A.C. (60 cycle) operated vacuum tube Volt Meter, Type 726-A, complete with type 726-PI Multiplier (Approximate cost \$180.00) |
| Each | 1 | Precision Wave Meter, Type 724-A (Approximate cost \$190.00) |

PART II SUPPLIES

1,000 feet Flexible Concentric Cable Belden # 8216
(Approximate cost \$100.00)

500 feet High Voltage Wire Belden # 8667
(Approximate cost \$35.00)

10,000 feet # 8 Copperweld Wire
(Approximate cost \$130.00)

5,000 feet Antenna Twisted Pair Lead-in Wire, Size 18,
Bixbach #920
(Approximate cost \$100.00)

2,000 Feet Rubber Jacket Twisted Pair Leadin Wire, Size 16,
Birnbach #915
(Approximate cost \$80.00)

30 each Johnson Antenna Insulators, Catalog # 151
(Approximate cost \$4.50)

The following supplies are manufactured by the General Radio
Company, Cambridge, Massachusetts:

1 Non-Inductance Resistor, Type 668-A
(Approximately \$12.00)

1 Non-Inductance Resistor, Type 668-B
(Approximately \$12.00)

1 Non-Inductance Resistor, Type 668-C
(Approximately \$12.00)

0.0001 mfd. Fixed Condenser, Type 505-A (Approximately \$3.50) Each 1

0.0002 mfd. Fixed Condenser, Type 505-B (Approximately \$3.50) Each 1

0.0005 mfd. Fixed Condenser, Type 505-E (Approximately \$3.50) Each 1

0.001 mfd. Fixed Condenser, Type 505-F (Approximately \$3.50) Each 1

0.002 mfd. Fixed Condenser, Type 505-G (Approximately \$3.50) Each 1

0.005 mfd. Fixed Condenser, Type 505-K (Approximately \$4.00) Each 1

0.01 mfd. Fixed Condenser, Type 505-L (Approximately \$4.50) Each 1

0.02 mfd. Fixed Condenser, Type 505-M (Approximately \$4.40) Each 1

0.1 mfd. Fixed Condenser, Type 509-T (Approximately \$22.00) Each 1

1 Variable Inductor, 7 to 50 microhenries, Type 107-J
(Approximately \$35.00)

1 Variable Inductor, 0.6 to 5. millihenries, Type 107-L
(Approximately \$35.00)

1 Fixed Inductance, 1. millihenries, Type 106-G (Approximately \$25.00)

1 Audio Oscillator, 1,000 cycle, Type 813-A (Approximately \$34.00)

- 2 each Absorption Wave Meter, Type 566-A (Approximately \$45.00)
- 2 each Output Meters, Type 483-F (Approximately \$54.00)
- 2 each Type 830-A, 500 cycles, 500 Ohms, Low Pass Filters (Approximately \$20.00)
- 2 each Type 830-B, 500 cycles, 500 Ohms, High Pass Filters (Approximately \$20.00)
- 2 each Type 830-E, 1000 cycles, 500 Ohms, Low Pass Filters (Approximately \$20.00)
- 2 each, Type 830-F, 1000 cycles, 500 Ohms, High Pass Filters (Approximately \$20.00)
- 1 each, Type 830-R, 1000 cycles, 500 Ohms, Band Pass Filters (Approximately \$20.00)
- 1 each, Type 530-A, 600 Ohms, Band Pass Filters from 375 to 425 cycles. (Approximately \$30.00)
- 1 each, Type 830-G, 500 cycles, 5000 Ohms, Low Pass Filters (Approximately \$20.00)
- 1 each, Type 830-D, 500 cycles, 5000 Ohms, High Pass Filter (Approximately \$20.00)
- 1 each, Type 830-G, 1000 cycles, 5000 Ohms, Low Pass Filter (Approximately \$20.00)
- 1 each, Type 830-H, 1000 cycles, 5000 Ohms, High Pass Filter (Approximately \$20.00)
- 50 each Porcelain Strain Insulators, #510, Graybar Electric Company (Approximately \$1.00)

Respectfully,

/s/

I. W. Conrad

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Mumford, Rosen, Quinn Tamm, Tracy, Hendon, Hince and Glavin approved the above-listed supplies and equipment.

/s/

W. F. Glavin

KWA:VT

June 7, 1943

THE DIRECTOR

The ^QExecutive Conference, consisting of Messrs. E. A. Tamm, Glavin, Coffey, Hince, Nichols, Ladd, Mumford, Rosen and Acers, considered the proposal of Mr. O. H. Patterson that consideration be given to the installation of candy machines and Coca-Cola dispensing machines in the various lobbies of the Bureau's space in the Justice building.

The Conference was unanimously opposed to this proposal.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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DATE 4/18/91 BY SP5a/bce
#383,043

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____ cc Mr. Glavin
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____

Miss Gandy _____
51 JUN 23 1943

INITIALS OF OFFICIAL

66-2554 ✓

ORIGINAL FILED IN 66-2554

WRG:ATW

June 4, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tracy, Coffey, Rosen, Acers, Nichols, Hendon, Hince, Ladd, Mumford and Glavin considered the request made by Mr. Carson of SIS for the purchase of an automobile for our Bureau representative at Natal, Brazil at a cost of \$1500.

The Conference was advised that an automobile at Natal would be exceptionally valuable as the Consulate there is located on the outskirts of the city and the airport and seaplane base are several miles from town. Taxi facilities in Natal are very poor and other public transportation facilities are likewise insufficient.

The Legal Attache at Rio de Janeiro recommended against attempting to ship an automobile to Natal in view of the difficulties involved and the delay in time.

It is, therefore, the unanimous recommendation of the Conference that the Bureau approve the purchase of the above-mentioned automobile for \$1500.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. _____
Mr. _____

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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DATE 4/15/91 BY SP-5/BJE

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Original copy filed in 66-4566-7

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June 4, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tracy, Coffey, Rosen, Acers, Nichols, Hendon, Hince, Ladd, Mumford and Glavin considered the request submitted by Mr. Carson of SIS for the installation of a thirty ampere power line from the basement of the building to the fourteenth floor of our office at Rio de Janeiro, Brazil at a cost of \$607.50.

For the Director's information, we occupy space in Rio de Janeiro which is the regularly assigned space of the State Department and the present electrical power lines are not sufficiently strong to meet our needs since we have a radio station, considerable photographic equipment and air conditioning unit which are electrically operated in that particular office.

The Conference, therefore, recommends the approval of the expenditure of \$607.50 for the extension of the necessary electrical power lines.

Respectfully submitted,
FOR THE CONFERENCE,

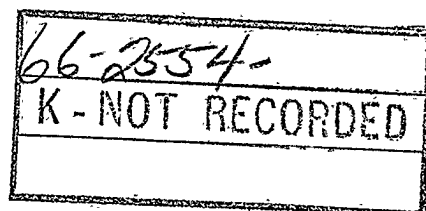
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

W. R. Glavin
Secretary

70 JUN 14 1943

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Original copy filed in 64-4486-11

EPC:AF

June 3, 1943

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HEREIN IS UNCLASSIFIED

DATE 4/15/91 BY SP5CJ/KCE

THE DIRECTOR

On June 2, 1943, the Conference, consisting of Messrs. Tolson, Acers, Coffey, Glavin, Hendon, Hince, Ladd, Mumford, Nichols, Tracy, and Rosen, considered the recommendation of Mr. Coffey that the Bureau resume the laboratory service of making handwriting examinations for police departments. It was pointed out that this has not been done since April, 1940. At that time, in view of the fact that several errors had been detected in the results of handwriting examinations it was felt unwise to unnecessarily assume the risk of making these examinations in police cases in which an error might subsequently occur to the disadvantage of the Bureau. At that time these errors were very small, averaging two or three per year. However, the Bureau felt that the occurrence of such an error in an important police case made the rendering of the service unwise. At the same time, back in 1940, additional safeguards against errors were inaugurated in the Laboratory, principally by means of a system inaugurated at that time whereby three examiners must concur before a handwriting identification is reported. Since that date no errors in handwriting identifications have been detected in the Laboratory. It was pointed out by Mr. Coffey that in the intervening period several thousand comparisons have been made.

The Conference was advised that as a result of stopping this service to police there has been a general decline in the receipt of all other types of laboratory examinations from police. This is undoubtedly due to the fact that the police are unwilling or unable to separate or differentiate between one kind of laboratory service and another and as a result are seeking assistance elsewhere.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

It was also pointed out to the Conference that since the Bureau adopted this policy other handwriting laboratories and experts have been taking advantage of it and building up their services. For instance, Albert Osborn of New York recently banded together the commercial handwriting experts of the country into the American Society of Document Examiners and has started publicity along this line. Even more important perhaps is the fact that the Secret Service has undertaken to accept handwriting cases from police and is rather vigorously developing this service throughout the country. These Secret Service facilities were recently mentioned prominently by one of the students during one of our HPA classes.

The Conference was advised that the resumption of this service at this time could be accomplished without an unnecessary heavy burden on the Bureau. It is estimated that the largest number of police cases of this type submitted for a while after resumption of the service would not average, we might expect, over one hundred per month.

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Memorandum for the Director
Page 2

When it is considered that we are now handling about 1,200 document cases a month it will be noted that this is only about an 8% increase.

Mr. Coffey was definitely of the opinion that the adoption of the resumed policy by the Bureau at this time would tend to improve greatly our police relations. It was pointed out that there has been considerable grumbling from police during the past three years who are unable to quite understand why the Bureau will do all types of laboratory examinations but stop at handwriting which is one of their outstanding needs.

Mr. Coffey recommends that if the policy is adopted the three-examiners system continue and be applied to police cases as well as Bureau cases. He further recommends that an educational program be planned whereby through the medium of articles in the FBI Law Enforcement Bulletin, law journals, and other professional journals, police investigators and particularly prosecutors and courts would be apprised of the exact probative value of handwriting identification and of the small degree of error possibility that exists. He further recommended that if the policy is adopted, it be announced first to our field offices and then, in sixty days, when it was seen that the work could be controlled, consideration be given to an announcement to this effect in the Law Enforcement Bulletin.

The Conference unanimously recommended that the Bureau resume this service to the police.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

LBN:RC

June 2, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Tracy, Hendon, Acers, Coffey, Ladd, Rosen, Mumford, and Nichols, considered the problem of the Files Section in holding mail out of file while locating enclosures. It was pointed out that at the present time there are approximately 50 pieces of mail held out of file for a long period of time while a search is made for the enclosures. It was pointed out that whenever a piece of mail transmitting an enclosure is received without the enclosure, endorsement to that effect is made on the incoming communication and the Field is requested to furnish the enclosure.

It was the unanimous recommendation of the Conference that after a diligent search has been made for an enclosure, the Files Section be authorized to stamp on the communication:

"Enclosure not located. Will be filed with this communication when it reaches Files Section."

Approved by _____

Before filing the communication it will be necessary for the Supervisor in the Files Section to initial it for filing and to also secure the initials of the Supervisor or Division Head primarily responsible for the contents of the communication.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

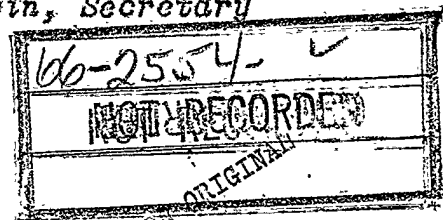
Miss Gandy

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC- Mr. Glavin



ORIGINAL FILED IN 66-3665-11688

52 JUN 18 1943

LBH:RC

June 2, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Tracy, Hendon, Acers, Coffey, Ladd, Rosen, Mumford, and Nichols, considered the suggestion of Charles E. Fry that in order to deglamorize crime, point out the problem of juvenile delinquency, secure the assistance of citizens in the search for Bureau fugitives; enlist personnel of high schools and acquaint citizens with the work of the Bureau, the following steps be taken:

1) Appeal to the motion picture industry through the Hays office to cease showing crime and criminals in a favorable light.

In this connection it is pointed out that the Motion Picture Code already in force prohibits the glamorizing of crime; secondly, through contacts we have established, it is possible to make our views known to the motion picture studios. The Conference unanimously recommended no change in the present procedure.

2) Make available to the studios facts on fugitives for the preparation of series of short subjects.

The Conference was unanimous in recommending against this on the basis that thousands of dollars might be spent in production of the short and the fugitive apprehended at the time of release. Secondly, it was pointed out that until a fugitive is convicted, a liability might result to the Bureau. It was further explained that this matter is being brought to the public attention by means of Identification Orders, pictures in newspapers, magazines, and in some instances, by movie news-

Mr. Tolson
Mr. E. A. Tamm
Mr. Glavin
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

3) Release prints to high school assemblies.

This practice is being followed with available films.

In connection with the juvenile delinquency problem, it was pointed out that the March of Time and Walter Wanger already have taken steps to produce such pictures and that the Bureau will give advice and assistance to these producers.

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HEREIN IS UNCLASSIFIED

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC- Mr. Glavin

ORIGINAL FILED IN 62-86225-882

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NOT RECORDED
DETAILS ON ORIGINAL

58 JUN 19 1943

DML:mn

June 1, 1943

THE DIRECTOR

mn
The Executive Conference on May 31, 1943, attended by Messrs. E. A. Tamm, Coffey, Glavin, Nichols, Rosen, Tracy, Quinn Tamm, Hendon, Acers, and Ladd, considered the attached proposed bulletin relative to the investigation of individuals for employment in national defense plants by Dun & Bradstreet for the Provost Marshal General of the Army.

It was pointed out to the Conference that, in conducting these investigations for the Provost Marshal General, Dun & Bradstreet would frequently, during the course of their investigation, learn from neighbors or others contacted that an investigation was under way by the FBI. It was pointed out to the Conference that Dun & Bradstreet, therefore, in an effort to avoid the continuance of an investigation which might interfere with one being conducted by the Bureau, desired to contact the Field Office covering that district and make inquiry to determine whether such an investigation was in fact being conducted. Upon being advised in the affirmative, the investigation being conducted on behalf of the Provost Marshal General would be discontinued and copies of the reports would be forwarded to the Bureau, as well as to the Provost Marshal General, for the completion of the Bureau's files; further, that Dun & Bradstreet, in connection with the investigation of such applicants, would immediately cease such investigation if they discovered any subversive activities or any indication of a violation of a Federal law of which the FBI had jurisdiction and would immediately transmit copies of the report covering their investigation up to that point to the local office of the FBI. It was pointed out that no information with reference to the results of an investigation would be furnished by the FBI to Dun & Bradstreet.

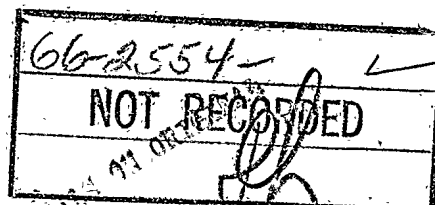
Messrs. E. A. Tamm, Coffey, Glavin, Nichols, Tracy, Quinn Tamm, Hendon, Acers, and Ladd were in favor of the issuance of this bulletin. Mr. Rosen was opposed, stating that he did not like even to advise Dun & Bradstreet that the FBI was conducting an investigation.

Respectfully,
For the Conference

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HEREIN IS UNCLASSIFIED
DATE *4/15/81* BY *SPSC/BK2*
#353013

Clyde Tolson
Chairman

W. R. Glavin
Secretary



258
52 JUL 1 1943 Mr. Tamm
Attachment

OK
ORIGINAL FILED IN 62-15441-146

LAH:BG

June 23, 1943

MEMORANDUM FOR MR. TRACY
MR. CLEGG

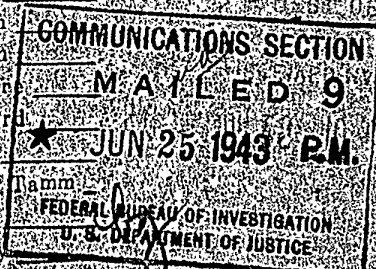
It is desired that a practice air raid drill be held in the FBI Annex for all employees at 11:00 A.M. on Tuesday, June 29, 1943. The employees should be informed in advance that this is a practice drill, the purpose of which is to familiarize them with the procedure to be followed in the event similar action is necessary in the future.

Very truly yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

NOTE: Approved by the Executives Conference, 6/22/43, those present being messrs. E. A. Tamm, Glavin, Coffey, Nichols, Tracy, Ladd, Mumford, Rosen, Carson and Hince.



June 8, 1943

RCH:DW

THE DIRECTOR

Mr. Hendon advised the Executive Conference consisting of Messrs. Tamm, Tracy, Acers, Hendon, Mumford, Ladd and Rosen that SIO Paul Kitchen of the Miami Office had raised the question concerning the security of the radio station located at Miami. Mr. Kitchen pointed out that this station was located out of the city practically by itself in the Glades. Only clerical employees are on duty. This is one of the important feeder stations in our network tying in with the South American stations. Mr. Kitchen pointed out that it would not be at all difficult for a small group of persons under emergency conditions to seize this station whereupon they would have a powerful communications outlet to cover most of their work. Mr. Kitchen said of course with the conditions at hand and the personnel available all possible steps were taken to provide security for the station and he realized that as a practical proposition there is probably no danger.

The Conference felt that there was probably no practical danger in this situation and it was pointed out that plans are presently being made to move this station if the equipment can be obtained into the Miami Office which will take care of the situation.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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DATE 4/15/91 BY SP5C/jb2

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Respectfully,
For the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

CC - Mr. Glavin

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58 SEP 13 1943

ORIGINAL COPY FILED IN 60-646-29-72

LBN:GDC

June 2, 1943

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DATE 4/15/91 BY SP5CJ/bce

#323013

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Rosen, Tracy, Ladd, Acers, Hendon, Quinn Tamm, Coffey, Glavin and Nichols considered the oral suggestion of Mr. Nichols to the effect that the format of the monthly issue of "The Investigator" be changed. It was pointed out that we have a weekly issue of "The Investigator" here at the Seat of Government; that many of the Field Offices already have weekly papers and there is an increasing trend which is being encouraged on the part of all Field Offices wherein the size of the office would warrant it.

It was Mr. Nichols' suggestion that "The Investigator" be cut down from 50 to 30 pages to from 26 to 32 pages which would make less work at the Seat of Government and that articles of general interest to the entire service be carried in "The Investigator." For example, the present divisional setup of news regarding the Seat of Government and each Field Office would be eliminated. In its stead there would be a feature article on some Unit or Division of the Bureau. There would be a feature article on some office. The first page would be devoted to a message from the Director. Interesting investigative cases would be written up such as the Kinnie Wagner case, the Max Stephen case, the manner in which Peter Krug was handled. The interesting and anecdotal developments in investigations would be featured. Feature articles would be carried of an informative nature on individual phases of the Bureau's work. For example, a discussion of the Bureau's communications system it is believed, would be highly interesting. Individual phases of the work of the Technical Laboratory would be developed such as the use of the spectrograph, fiber examinations, hair examinations, examination of abrasive material. Contributions would be sought from old-timers of the Bureau comparing the Bureau 20 years ago with the Bureau of today. A special feature would be devoted to family combinations in the service such as brothers, mother and daughter, father and son. A section would be devoted to letters to the Editor. There would be a section on hobbies. Another section under some such title as "The Nearest Man I Ever Knew," or "My Most Interesting Experience." This should deal with write-ups of individuals in Bureau cases. One page would be devoted to marriages; another section would be devoted to births throughout the entire field. Material on transfers would be eliminated completely. Baby pictures would be eliminated completely. We would restrict material on contributions from individual Field Offices but instead would ask each Field Office to

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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furnish maybe 150 to 200 words and then ask each office to submit feature material on certain phases of the work of that office which are peculiar to the locality.

It was pointed out that it was felt this would become a medium of not only conveying more information to the entire personnel of the Bureau but it would be more instructive than the present form of "The Investigator" and it would be possible to do more toward building up and pointing out the traditions of the service. It was further pointed out to the Conference that sufficient notations could be made on the first page which would prohibit the republication of the data contained therein. It was further pointed out that if this suggestion was adopted the first few issues would be more or less of an experimental nature and from these might come additional suggestions which would make "The Investigator" serve a more worthwhile purpose. It was further pointed out that if, after a trial of a few issues, the new form did not work out as expected we could always go back to the form presently used. It was further pointed out that the material in "The Investigator" is usually from two to three weeks old by the time it appears in print and in some instances it is even older than this; that with the advent of Field Office's papers and the Seat of Government issue of "The Investigator" known as "FBI This Week" the present form of "The Investigator" will become less and less valuable as time goes on.

Messrs. E. A. Tamm and Nichols were in favor of the adoption of this suggestion. The remaining members of the Conference were in favor of continuing the "Investigator" in its present form.

Respectfully submitted,
For the Conference

Clyde Tolson
Chairman

E. R. Glavin
Secretary

cc - Mr. Glavin

LAL:EG

June 16, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Rosen, Glavin, Quinn Tamm, Tracy, Hendon, Ladd and Hince, considered the suggestion of Mr. E. E. Conroy that mail tracings in national defense cases be destroyed within the discretion of the Special Agent in Charge whenever they serve no actual purpose.

Mr. Conroy pointed out that in national defense cases many tracings are requested for the sole purpose of ascertaining the identities of contacts of the subject and after this information has been obtained, the tracings themselves are of no value. A large amount of space is utilized in retaining the tracings and considerable time is spent in filing them.

The Executives' Conference agreed with Mr. Conroy's suggestion and, if approved, an appropriate manual change will be made as follows:

"Mail tracings which, after examination, have no future value, either evidential or otherwise, may be destroyed within the discretion of the Special Agent in Charge."

Also, if approved, a letter to Mr. Conroy has been prepared.

Respectfully,
FOR THE CONFERENCE

r. Tolson
r. E. A. Tamm
r. Clegg
r. Coffey
r. Glavin
r. Ladd
r. Nichols
r. Rosen
r. Tracy
r. Carson
r. Hendon
r. McGuire
r. Mumford
r. Harbo
r. Quinn Tamm
r. E. E. Conroy
r. Gandy

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HEREIN IS UNCLASSIFIED
DATE 4/15/91 BY SP-1/bce
#323813

cc Mr. Glavin

25
JUL 1 - 1943

Clyde Tolson,
Chairman

W. R. Glavin,
Chairman

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WRG:ATW

May 4, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nichols, Ladd, Mumford, Hince, Hendon, Coffey, Quinn Tamm, Acers, Carson, Rosen and Glavin considered the suggestion submitted by Special Agent King of the Chief Clerk's Office concerning the field notifying the Bureau at the expiration of a three-day period of time when an employee is on sick leave.

It was pointed out to the Conference that under the Manual of Rules and Regulations Section 6M (14), the field is instructed that when an employee is absent from the office on sick leave for a period of three days, the Bureau should be notified, the communication setting out the nature of the illness, the exact time when the employee entered a sick leave status, and other pertinent data. Special Agent King pointed out that a communication had been received from the SAC at San Francisco suggesting that this rule should be amended so that notification to the Bureau need be made only if an employee is on sick leave for a period of at least one week. The Conference was advised that using a week as the period of time to report such sick leave absences would be entirely satisfactory for the Bureau. The amending of this rule would eliminate correspondence where an employee is not absent for more than one week which is true in the majority of cases.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

The Conference, therefore, recommends that the appropriate change be made in the Manual of Rules and Regulations Section 6M (14). Attached for the Director's approval is the suggested change.

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DATE 4/15/92 BY SP5CJ/bca

#323013

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson
Chairman

INITIALS ON ORIGINAL

W. E. Glavin
Secretary

50 JUN 15 1943

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JOHN EDGAR HOOVER
DIRECTOR

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON D.C.

WEG:lrd

May 31, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. F. A. Tamm, Ladd, Mumford, Rosen, Nichols, Hendon, Coffey, Quinn Tamm, Tracy, Acers and Glavin considered a suggestion submitted by Special Agent Gunsser of the Chief Clerk's Office pertaining to the curtailment of paper work in the Files Section.

The Conference was advised that Mr. Gunsser recommends that during the present period all correspondence pertaining to the renewing of leases, contracts and other such matters in the field for the fiscal year 1944, this correspondence to and from the Bureau, be not filed in the regular Administrative Files but that it be held in the Contracts and Leases Section of the Voucher Office of the Chief Clerk's Office for a period of one year and then be destroyed.

It was pointed out to the Conference that there will be at least twelve thousand pieces of mail of this type in the next month and it is felt that no useful purpose would be served in having this routine correspondence pertaining to bids and contracts indexed and filed in the Files Section. It has always been the policy of the Chief Clerk's Office to maintain in that office the originals of all contracts and leases entered into by the Bureau so that appropriate audits can be made of vouchers as they are received.

The Conference unanimously recommends approval of the suggestion submitted by Mr. Gunsser. Should the Director approve this suggestion, we will put it into effect immediately.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
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DATE 4/15/94 BY SP5C/lke

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JMM:EL

May 28, 1943

THE DIRECTOR

The Executive Conference on May 27, 1943, attended by Messrs. Tolson, Tamm, Ladd, Hince, Rosen, Coffey, Nichols, Hendon and Mumford, considered a suggestion submitted by SAC J. M. Lopez, San Juan, Puerto Rico, that in each instance when a communication is addressed to a police agency requesting investigation, a tickler copy of the letter be furnished the Bureau Agent handling the territory in which that local police department is situated so that the Agents will be cognizant of the investigations being conducted and can intelligently discuss them with the police officials when they happen to be in contact with them.

The Conference was unanimously opposed to the adoption of such a practice. It was pointed out that with the current volume of work, an Agent should concentrate his entire efforts on knowing the cases assigned to himself; that one of the primary reasons for assigning cases to police was to relieve the Agents of necessity of responsibility for them. It was further pointed out that if an Agent has any reason to want to know the identity of the cases assigned to the police agencies in the area where he is working, he may examine the cases when he is in the field office or dictate or for a conference; furthermore, even if he does not know of the case and a police official raises a question concerning it, he can secure sufficient facts from him in a few words for a basis for answering any question the police official may have. The Conference was of the opinion there was no necessity for having the local Agents know these cases from an administrative standpoint since they are supervised from

Mr. Tolson's field office, and the suggested procedure would therefore merely add another Mr. E. A. Tamm and provide a tickler copy of Bureau file material which would be Mr. Clegg's responsibility in type and therefore might become lost and might come into possession Mr. Coffey of unauthorized persons.

Mr. Glavin _____

Mr. Ladd _____ If you concur with the opinion of the Conference, there is attached hereto a letter so advising SAC Lopez.

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Harbo _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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DATE 4/11/81 BY SP5CJ/KCE
#323813

66-2554

LAH:EEM

May 24, 1943

THE DIRECTOR

⁰
The Executive Conference considered and approved the following additional alternates for the next session of the FBI National Police Academy. Previously thirty-eight departments were approved for consideration and ten alternates were approved. The list of alternates has been exhausted and although there is no vacancy at the moment, Mr. Hince recommended that we approve ten additional alternates in the event there are vacancies.

The list approved is as follows:

1. Cincinnati, Ohio, Police Department
2. Montgomery County, Maryland, Police Department
3. Schenectady, New York, Police Department
4. Corpus Christi, Texas, Police Department
5. Milton, Oregon, Police Department
6. Kenosha County, Wisconsin, Sheriff's Office
7. Camden, New Jersey, Police Department
8. Roanoke, Virginia, Police Department
9. Richmond, Virginia, Police Department
10. Cape Girardeau, Missouri, Police Department

Those present were Messrs. E. A. Tamm, Glavin, Coffey, Rosen, Mumford, Ladd, Acers, Q. Tamm, and Hince.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

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HEREIN IS UNCLASSIFIED

DATE 4/15/84 BY SP-5/ke
#23013

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

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JUN 22 1943

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REC:AF

May 22, 1943

THE DIRECTOR

On May 21, 1943, the Executive Conference, Messrs. E. A. Tamm, Glavin, G. Tamm, Coffey, Carson, Tracy, Ladd, Mumford, Acers, and Rosen present, considered the request of Mr. Coffey for the purchase of 15 medium type microscopes and accessory lamps for use in the Document Section. These will cost about \$200 a piece, or a total of about \$3000. Mr. Coffey pointed out that in the past two years the number of technicians in document work has increased from 20 to 53, and the cases from 350 to 1100 per month, and therefore an increased number of desk microscopes is necessary.

The Conference unanimously approved the purchase of this equipment.

If the Director concurs, there is attached hereto a specification sheet for the placing of the order by the Chief Clerk's Office.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

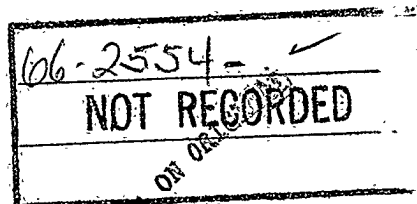
DATE 4/15/91 BY SP5CJ/bce
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Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment
cc-Mr. Glavin



ORIGINAL FILED IN 80-11-5381 2

52 JUN 17 1943

LPB:MM

May 28, 1943

THE DIRECTOR

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Confidential

The Conference considered the recommendation of Mr. Coffey that the Bureau purchase eight new radio receivers. The receivers recommended are a very recent and ultra-modern development in the radio art. They are referred to as noise eliminators and are designed in such a manner that they eliminate interfering noise that drowns out the communications signal. Mr. Coffey advised that samples of these receivers have been thoroughly tested by the Bureau at Los Angeles and at Washington and that they will eliminate the noise problem at some of the difficult radio station installations, notably at San Francisco, Seattle, and Boston, and should result in making it possible to set up these stations in the office. This is something which the Bureau has long sought to accomplish. The additional sets being ordered will immediately be placed at New Orleans, Los Angeles, Clinton, Maryland, and San Diego where noise problems have been encountered, and one will be maintained in the Laboratory for engineering purposes.

The cost of these receivers is \$700 each, or a total cost of \$5600.

The Conference, consisting of Messrs. E. A. Tamm, Glavin, Coffey, C. Tamm, Nichols, Hendon, Tracy, Ladd, and Rosen, unanimously approved the proposal.

If the Director approves, specifications are attached hereto

Mr. Tolson for the use of the Chief Clerk in purchasing these receivers.

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

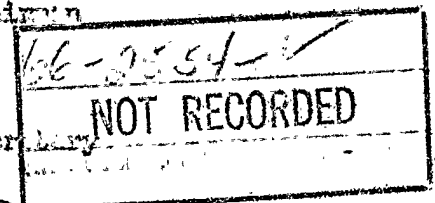
Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Glavin, Secretary

Ordered: *4/15/1943*

Per: *4/15/1943*



JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

May 22, 1943

MEMORANDUM FOR MR. COFFEY

RE: LETTER FOR SUBMISSION OF
EVIDENCE TO THE LABORATORY

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

In my talk at the In-Service class today, the fact that at times the Special Agents in the field in dictating the cover letter to the Laboratory erroneously stated that evidence was being sent with the letter when as a matter of fact it was sent under separate cover, was brought out. SAC Brantley offered the suggestion that if the field were allowed to use a form letter, he felt that this would not occur so often. He stated that his suggestion was that two form letters be used; one stating in the first paragraph that the evidence was being sent with the letter and the other stating that the evidence was being sent under separate cover. He stated that these letters could then be discussed at a conference and it would make the special agents conscious of the wording in selecting the right form. I told him that I would submit this suggestion for whatever action the Bureau saw fit to take.

I doubt whether the use of such a form letter would have any outstanding advantage as to this particular problem inasmuch as the Special Agents might well designate the incorrect form letter to be used and further due to the fact that some of the mistakes are made by the Agent when he dictates, believing that the evidence is small enough to be sent with the letter whereas the stenographer later arrives at the conclusion that it is so bulky that it should go under separate cover. However, it is believed that such a form letter would be advantageous in eliminating some typing which could be stereotyped into an initial paragraph and secondly, such form letters could be flagged in a manner so that when they reach the Bureau they would be unquestionably routed to the Laboratory immediately. A provision could be made for the field to list the Bureau file number, which would be an advantage.

If you concur in my beliefs that such a form letter would have merit, I will undertake to draw up some samples and submit same to you.

Respectfully,

J. A. Martin



1-DEPT : (6-1-17-43) T
Executive Conference on June 4,
unanimously opposed to
this is not necessary form
letter to field.

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

May 26, 1943

SJT:FRA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Nichols, Ladd, Rosen, Quinn Tamm, Coffey, Hendon, Mumford and Tracy, considered a suggestion that the Federal Bureau of Investigation Recreation Association should apply for a percentage of the profits of the cafeteria located in the Identification Division building.

It was pointed out to the Conference that a percentage of the profits of the cafeteria operated in Government buildings by the Welfare and Recreation Bureau can be secured for welfare and recreational purposes. Ten percent of the profit is available through this source and in view of the fact the cafeteria serves only the employees of the building and the building is occupied in its entirety by the Federal Bureau of Investigation, the request is a proper one.

If the Director approves, attached is a letter addressed to Captain F. W. Hoover on the stationery of the Federal Bureau of Investigation Recreation Association making such a request.

The Conference was further advised that ten percent of the profits of the Department of Justice cafeteria have been set aside for a number of years for welfare purposes. However, it has not been possible for the Federal Bureau of Investigation Recreation Association to secure a part of the net profits for welfare and recreational purposes for the reason that membership in the Federal Bureau of Investigation Recreation Association was not open to the entire Department of Justice, and further, welfare as such was not engaged in by the Association. The Department of Justice now has a Recreation Association membership in which is open to all employees of the Department. Therefore, it is possible that The Department of Justice Recreation Association might make application and secure the ten percent of the net profits of the cafeteria.

The Conference unanimously recommended that the appropriate officials in the Department of Justice be contacted by someone in the Federal Bureau of Investigation with the view toward the Federal Bureau of Investigation and the Department of Justice jointly requesting the ten percent of the net profits to be divided proportionately according to the number of employees on duty in Washington, D. C.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/15/91 BY SP5CJ/bce

#328013

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| 66-2554 |
| NOT RECORDED |
| INITIALS ON ORIGINAL |

50 JUN 11 1943

ORIGINAL FILED IN 66-2554-117

MEMORANDUM FOR THE DIRECTOR

Page 2

If the Director approves this suggestion another attempt will be made to secure this money for recreational and welfare purposes. For the Director's information the net profits of the Department of Justice cafeteria was in excess of \$4,000 per month the early part of 1942 and it is probable the profits have been as great since that time.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

SJT:fra

May 26, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Nichols, Ladd, Rosen, Quinn Tamm, Coffey, Hendon, Mumford, and Tracy, considered a suggestion emanating from the Identification Division - that the District of Columbia Recreation Department be requested to build two softball diamonds, several horseshoe pits, and volley ball courts on land owned by the District of Columbia adjacent to and east of the Identification Division Building at 19th and East Capitol Streets.

The Conference was advised that the District of Columbia Recreation Department has already agreed to provide the recreational facilities mentioned upon receipt of an official request therefor. The Conference felt the request was proper and that it should be made by the President of the Recreation Association rather than by the Bureau officially. There is attached hereto a letter for your approval.

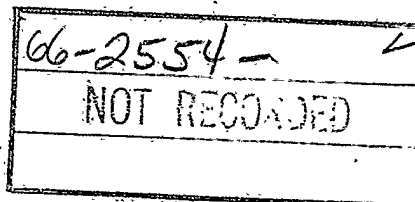
Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/15/91 BY SPSC/bce
323013

Clyde Tolson, Chairman

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
cc. Mr. Glavin
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

W. R. Glavin, Secretary



21 JUN 9 1943

ORIGINAL FILED IN 62-26176-2116

SJT:FRA

May 26, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Nichols, Ladd, Rosen, Quinn Tamm, Coffey, Hendon, Mumford, and Tracy, considered a suggestion that the Federal Bureau of Investigation Recreation Association should apply for a percentage of the profits of the cafeteria located in the Identification Division building.

It was pointed out to the Conference that a percentage of the profits of the cafeteria operated in Government buildings by the Welfare and Recreation Bureau can be secured for welfare and recreational purposes. Ten percent of the net profit is available through this source and in view of the fact the cafeteria serves only the employees of the building and the building is occupied in its entirety by the Federal Bureau of Investigation, the request is a proper one.

If the Director approves, attached is a letter addressed to Captain F. W. Hoover on the stationery of the Federal Bureau of Investigation Recreation Association making such a request.

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

The Conference unanimously recommended that the appropriate officials in the Department of Justice be contacted by someone in the Federal Bureau of Investigation with the view toward the Federal Bureau of Investigation and the Department of Justice jointly requesting the ten percent of the net profits to be divided proportionately according to the number of employees on duty in Washington.

ALL INFORMATION CONTAINED
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DATE 7/15/91 BY SP5C/bce

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ORIGINAL FILED IN 62-26176-3112

21 JUN 3 1943

MEMORANDUM FOR THE DIRECTOR

Page 2

If the Director approves this suggestion another attempt will be made to secure this money for recreational and welfare purposes. For the Director's information the net profits of the Department of Justice cafeteria was in excess of \$4,000 per month the early part of 1942 and it is probable the profits have been as great since that time.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

WRG:MTS

May 24, 1943

THE DIRECTOR

man
The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Tracy, Nichols, Ladd, Mumford, Carson, Acres, Hince, Coffey, and Glavin, considered a suggestion that the Bureau have one of its employees attend an automotive instruction school at the Studebaker Factory.

It was pointed out to the Conference by Mr. Glavin that Mr. Sackett recently mentioned that the Studebaker Factory has a regular school for fleet executives and maintenance supervisors; that the schools are going on at all times, and if the Bureau desires at any time to have one of its men attend, they will be happy to have him in any class then in session. The course of instruction covers a period of one week and covers the subjects reflected on the attached dodger.

The Conference does not feel that it would be desirable or of particular benefit to the Bureau to have a representative of the Bureau attend this particular school.

Respectfully,
For the Conference.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/15/91 BY SP5CJ/bce

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| NOT RECORDED |

INITIALS ON ORIGINAL

59 JUN 5 1943

ORIGINAL FILED IN 66-1986-1-1311 Postaged per authority in 66-3286-308

WRG:MTS

May 22, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Coffey, Piper, Nichols, Acers, Rosen, Ladd, Mumford, Carson, Hendon, and Glavin, considered the request made by the Laboratory for the purchase of 174 grey poplin work jackets for the use of the employees in the Cryptographic Section and Document Identification Section of the Laboratory. At the present time these two sections have 186 jackets. However, due to the increase in personnel, they are desirous of securing the additional number as mentioned. The jackets will cost \$3.75 each.

The Conference was advised by Glavin that he had communicated with Judge Holtzoff concerning the desirability of making such a purchase, and was advised by him that there should be no objection to the purchase of such jackets for our personnel.

Glavin and Hendon had felt that such jackets should be considered as personal property and purchased by the employees themselves rather than by the Bureau. The majority of the Conference feels that the Bureau should purchase such jackets.

It appears that there will be no question concerning the purchase of such jackets and the majority of the Conference recommends that such jackets be purchased at the present time. Glavin

and Hendon still are of the opinion that these jackets should be considered more as personal apparel and should be purchased by the employees and not by the Bureau.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Should the Director approve the majority Conference, the appropriate orders for these jackets will be placed.

Respectfully,
For the Conference

Clyde Tolson
Chairman

| |
|---------------------------|
| 66-2554-✓ |
| NOT RECORDED |
| W. R. Glavin Secretary |

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/15/91 BY SP5CJ/pce
47323013

Ordered: 5/28/43

Per: [Signature]

ORIGINAL FILED IN - 80-11-5371

LHM:LEH

May 21, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Ladd, Rosen, Mumford and Hince, considered the suggestion of Mr. Hince that the Washington Field Office be permitted to operate a training school one hour per day for typists with stenographic ability who desire to improve their shorthand and bring it up to the point where they can pass the Bureau stenographic test and receive increases in grade and salary when assigned to stenographic work.

Mr. Tolson suggested that this be extended to the training of clerks in typing and that written instructions be prepared for all field offices, furnishing them with lesson plans and outlines for study for the establishment and maintenance of classes in shorthand and typing.

The Conference unanimously recommended the establishment of typing and stenographic classes in the Field offices, generally along the lines of those which are being established at New York, with 50% of the time being donated by the employees and 50% by the Bureau.

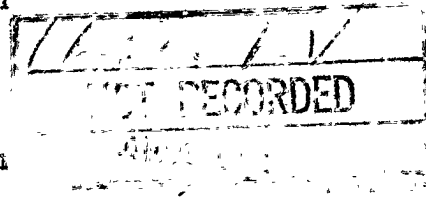
If approved, appropriate detailed instructions will be furnished to each Special Agent in Charge.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin Mr. Glavin
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

W. E. Glavin
Secretary



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DATE 4/25/91 BY SP5CJ/bce
323,013

ORIGINAL COPY FILED IN

[Handwritten signature]

LBN:RC

May 31, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Tracy, Hendon, Acers, Coffey, Ladd, Rosen, Mumford, and Nichols, considered the matter of issuing awards for 10, 20 and 30 years service, as suggested by the Director. The Conference was unanimous in recommending that the practice of issuing such awards be immediately placed into effect as soon as details can be worked out.

The Conference recommended that four service awards be considered; namely for ten years, twenty years, twenty-five years and thirty years' service. There ~~are~~ attached hereto drawings of the various awards. They are prepared in the form of a key; however, it was the suggestion of the Conference that when the awards are given to women of the Bureau, the shank at the bottom be cut off and it be fixed up as either a pin or with a ring to be worn as a lavalier. The following is a brief description of the proposed awards, describing their significance:

1. Ten Years' Service.

The key signifies protection and secrecy.

The sword signifies willingness to fight for ideals; a militant spirit, bravery and discipline.

The scales signify justice and equality.

The disc signifies endless unity of purpose to maintain justice.

The year 1908 signifies the establishment of the FBI.

Our motto, "Fidelity, Bravery, Integrity," of course, is self-explanatory.

It is contemplated that the name of the individual receiving the award would be engraved on the back, with the years of service, and the words "Federal Bureau of Investigation" stamped on.

2. Twenty Years' Service.

This would be identical with the ten year award, with the exception that there would be two swords and a chain of laurel leaves signifying honor, distinction and fame.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
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DATE 4/15/91 BY sps/c/bce
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3. Twenty-five Years Service.

The key would indicate protection and secrecy; the crown loyalty and achievement; the torches, on the side, leadership and integrity; the three swords, 25 years of service, willingness to fight for ideals, militant spirit, bravery and discipline; the scales, justice and equality; the shield, friendship and honor; the year 1908, establishment of the FBI; the scroll, containing the Bureau motto, Fidelity, Bravery, Integrity.

4. Thirty years Service.

This award would be identical with the one for 25 years with the exception that a jewel would be set in the top of the shield in the sword handle, directly under the crown.

It was the recommendation of the Conference that since the patterns would all be different, all awards should be in gold. It was further pointed out that after the first group of ten years, the awards for twenty, twenty-five and thirty years would be infrequent. It was the view of the Conference that after the ten year award is given, subsequent awards should be ceremonial. For example, if an agent completes 20, 25 or 30 years of service, the award would not be made on the exact date but would be made when next attending Inservice School or it could be timed to coincide with graduation exercises of the National Police Academy. The awards for 20, 25 and 30 years service, it was unanimously agreed, should be made by the Director.

The Conference recommended that if the Director approves the type of suggested awards, steps be taken immediately to ascertain the cost, it being pointed out that the FBI Recreation Association has ample funds at this time. It is further believed that Dalfor's, who specialize in making jewelry of this nature, would make no charge for the disc and that through contacts which we have, a good price could be secured.

Accordingly, if the Director approves the recommendation of the Conference, steps will be taken to ascertain the number of people who will qualify, the cost, and other miscellaneous details, to be presented to the Director for final determination.

Respectfully,
For the Conference

Clyde Tolson, Chairman

CC- Mr. Glavin

H. R. Glavin, Secretary

J.M:EM

June 5, 1943

THE DIRECTOR

Re: INFORMANTS;
REVISION OF NATIONAL
DEFENSE MANUAL

In line with the recommendations set forth in the Executive Conference memorandum to you dated April 26, 1943, and your indications of approval thereon, various conferences have been held and a study made of the handling of Confidential National Defense and Confidential Plant Informants. Attached hereto are revised pages for Section 13 of the National Defense Manual which covers these matters. The entire Section has been rewritten, not only to include the few changes necessary, but to clarify the phraseology.

The only basic change in Bureau policy effected here is that portion concerning background data on Plant Informants. Under the new procedure it will still be necessary for the field to submit such data on these persons, but the field is not told, as it was in the old Section, that these informants would be checked against the Bureau files. You will recall this procedure was done away with. Also, permanent confidential informant symbols will not be assigned to Plant Informants. When used, they will be identified by a temporary symbol.

Respectfully,

E. A. Ladd

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____

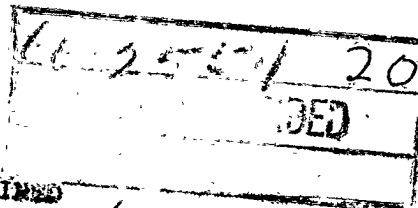
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Approved by Executive Conference

6/5/43
J.M:EM

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DATE 7/15/91 BY SP5C/KP/9
323013



CONFIDENTIAL

LAH:BG

June 23, 1943

THE DIRECTOR

The Executives Conference, those present being Messrs. Tolson, Glavin, Ladd, Mumford, Hince, Hendon, E. A. Tamm, Tracy and Acers, considered the suggestion of Stenographer Phyllis Berger of New Orleans that in investigative reports where copies are not sent to any outside agency, the undeveloped leads be placed at the end of the report instead of on a separate page as is required under the present regulations.

RECOMMENDATION: The Executives Conference disapproved the suggestion on the grounds that it is impossible for the field to tell when the Bureau will be required at Washington to submit copies of investigative reports to other government agencies. Mr. Mumford reported that a very large number of reports are furnished to government agencies when there is initially no indication that such a request will be received. In such instances, if such a rule were made, it would be necessary for the last few pages of the report to be retyped at Washington before a copy could be sent to the outside agency. In view of these facts, the Conference recommends that the field be required to continue the practice of placing undeveloped leads on a separate page instead of at the end of the report.

If approved, a letter to Stenographer Berger has been prepared.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____ cc-Mr. Glavin
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2422-113

17-2554-2038

NOT RECORDED

INITIALS ON ORIGINAL

FILED IN 66-2422-113

50 JUL 13 1943

LAH:JD

June 30, 1943

THE DIRECTOR

0
The Executive Conference, Messrs. E. A. Tamm, Glavin, Coffey, Acers, Carson, Rosen, and Hince being present, considered the suggestion of Special Agent Robert E. Lanctot that In-Service Schools begin in the middle of the week because weekend travel is congested.

The Conference was unanimously of the opinion that we should continue our present practice of beginning In-Service Schools on Mondays so that the weekend time may be utilized for travel. The Conference considered that travel to and from the Bureau was more important than other types of travel being engaged in over weekends by citizens, and that the Bureau's work should not receive any secondary consideration.

If approved, a letter to Mr. Lanctot has been prepared.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/15/91 BY SP3C/bc
#323013

Clyde Tolson
Chairman

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

W. R. Glavin
Secretary

66-2554- ✓
NOT RECORDED

ORIGINAL FILED IN 1-12-874

LAM:BG

June 33, 1943

MR. DIRECTOR

The Executive Conference, those present being Messrs. E. J. Tamm, Glavin, Coffey, Nichols, Tracy, Ladd, Mumford, Rosen, Carson and Hince, considered the suggestion of Special Employee Agent Robert F. Mahon that the Bureau prepare 16 mm. motion pictures for use in illustrating lectures on the operation of technical and photographic equipment.

RECOMMENDATION: The Conference unanimously recommended that, in view of the expense and the amount of work involved in making motion pictures, the lectures continue to be illustrated by lantern slides which are available. It was recognized that the combination of motion pictures and lantern slides presents the most effective means of illustrating lectures, but that the expense and the amount of work involved at this time in the preparation of motion pictures would not be justified.

If approved, a letter to Mr. Mahon has been prepared.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

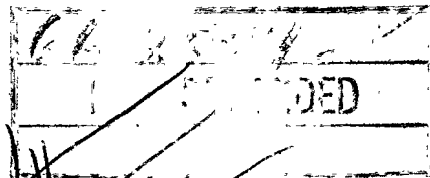
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#323813

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. E. Glavin
Secretary

r. Tolson _____
r. E. A. Tamm _____
r. Clegg _____
r. Coffey _____
r. Glavin _____
r. Ladd _____
r. Nichols _____
r. Rosen _____
r. Tracy _____ cc-Mr. Glavin
r. Carson _____
r. Hendon _____
r. McGuire _____
r. Mumford _____
r. Harbo _____
r. Quinn Tamm _____
r. Nease _____
Miss Gandy _____



ORIGINAL COPY FILED IN

AR:JTF

June 23, 1943

THE DIRECTOR

The Executive Conference, those in attendance being Messrs. L. A. Tamm, Coffey, Hendon, and Rosen, approved the attached Bureau Bulletin which instructs the Field to destroy War Department Adjutant General's Office Form 425, described as "Descriptive List of Escorters, Absentees or Escaped Military Prisoners from the Army of the United States", in accordance with the agreement reached with the Office of the Provost Marshal General.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/15/81 BY SP5CJ/bce
#323013

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm 13030hmcn0
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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| RECEIVED BY OFFICIAL |

ORIGINAL COPY FILED IN

LBN:RC

June 23, 1943

THE DIRECTOR

The Executive Conference considered the matter of news sheets put out by the various Bureau Offices. It was the general consensus of the members of the Conference that this is an excellent idea. Mr. Nichols pointed out the possibility, unless the copy is carefully read prior to publication, of some embarrassment resulting from items in Field Office papers. It was suggested that thought be given to having a copy referred to the Bureau prior to publication.

It was the view of all members of the Conference, however, that the delay caused by sending the material to Washington would possibly defeat the purpose of the paper in the field and as an alternative it was unanimously recommended by Messrs. E. A. Tamm, Glavin, Hince, Hendon, Carson, Tracy, Ladd, Rosen, Acers, and Nichols who were in attendance, that a letter be forwarded to all Special Agents in Charge placing upon them the responsibility of seeing that proper copy is used.

If approved, a letter is attached to all Special Agents in Charge.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

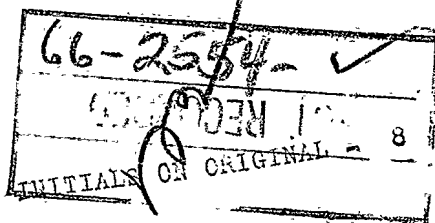
DATE 4/15/91 BY SP5 Cif/bce

4323003

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hince _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ORIGINAL FILED IN 94-3-2-519

JUL 31 1943

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

July 16, 1943

CC-287

Mr. Tolson ✓
Mr. E. A. Tamm ✓
Mr. Clegg ✓
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Rosen ✓
Mr. Tracy ✓
Mr. Carson ✓
Mr. Coffey ✓
Mr. Hendon ✓
Mr. Kramer ✓
Mr. McGuire ✓
Mr. Harbo ✓
Mr. Quinn Tamm ✓
Tele. Room ✓
Mr. Nease ✓
Miss Beahm ✓
Miss Gandy ✓

RCH:DW

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Hendon, Mumford, Hince, Tracy, Quinn Tamm, Nichols, Coffey, Carson and Glavin considered a request of Special Agent Clifton O. Halter of the Administrative Division (Chief Clerk's Office) for the approval of his request for additional gasoline rations.

Mr. Halter at the present time brings three Bureau employees to work with him each morning and in accordance with existing OPA regulations is entitled to the supplementary gasoline ration. The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mr. Halter's application concerning his place of employment and number of miles driven to and from the Bureau are accurate.

The Conference recommends approval of Mr. Halter's request.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Glavin

FOR DEFENSE



BUY
UNITED STATES
SAVINGS
BONDS
AND STAMPS

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July 16, 1943

RCH:DV

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Lears, Carson, Coffey, Hendon, Ladd, Mumford, Rosen and Glavin considered a request from Mr. Tracy that 200 smocks be ordered for the use of the Routing Clerks and Duplicator Clerks in the Typing Section of the Identification Division.

Mr. Tracy points out that these clerks handle the duplicating carbons and their hands get stained and their clothing gets stained and he feels that we should purchase smocks for these girls so that their clothing will not be ruined.

For the information of the Director, it will be recalled that Judge Holtzoff, on a similar request for the Laboratory, orally advised that he saw no objection to such purchases being made.

Mr. Glavin, however, objects to the purchase of these smocks upon the basis that they should be purchased by the employees themselves. He feels that there is no difference between the purchase of smocks and the purchase of uniforms for our nurses in the Hygiene Bureau. In connection with the possible purchase of nurses uniforms there are two Comptroller General's decisions to the effect that the Federal Government cannot purchase any-

thing for an individual which is deemed to be personal equipment. Mr. Tolson and Mr. E. A. Tamm feel such equipment is something which they would reasonably require outside of their official duties. The Department checked with the Public Health Service which is the largest Government employer of nurses and was advised that the Public Health Service has always construed nurses uniforms to be personal equipment and as such articles which cannot be purchased for nurses by the Government.

In view of the oral opinion previously given by Judge Holtzoff that smocks can be purchased, the majority of the Conference felt that the purchase of these smocks for the employees in the Typing Section of the Identification Division should be approved.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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be made. However, prior to taking this action it is recommended that the attached memorandum go forward to Mr. Holtzoff requesting a written opinion from him.

Respectfully,
For the Conference

Glyde Tolson
Chairman

A. M. Glavin
Secretary

cc - Mr. Glavin

LBN:GDC

July 15, 1943

ALL INFORMATION CONTAINED
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DATE 4/16/91 BY SP52/16ce
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MR. TOLSON

Re: Service Awards

Following the submission of drawings of proposed Service Awards to the L. G. Balfour Company and D. C. Crain Jewelry Company to secure prices and other data we have now been furnished with details. It should be pointed out that contrary to expectations, while both concerns were glad to make bids, both expressed no real ardent desire to expedite the business. In fact, Balfour's has gone so far as to request us to give them priorities to replace the gold used but did state they would do the job without a priority. Following are the details of the prices submitted.

L. G. Balfour Company, Attleboro, Mass.

The prices furnished include the Companies furnishing the dies to remain in their possession and it would require from five to six weeks to complete the order. The prices quoted include machine engraving of the owner's name and date and delivery charges. All the Awards would be in 10 K gold. In each instance where the award is for a woman, the pin on the back of the Award would cost \$1.00.

| | Cost per Award | Agents | *Clerks Male Female | Total | Cost |
|--------------------------------|----------------|--------|------------------------|-------|-----------|
| Mr. Tolson 10 year Award | \$6.00 | 112 | 38 68 | 218 | \$1376.00 |
| Mr. E. A. Tamm 25 year Award | 8.00 | 11 | 2 7 | 20 | 177.00 |
| Mr. Clegg | | | | | |
| Mr. Coffey 25 year Award | 8.50 | 3 | 1 7 | 11 | 100.50 |
| Mr. Glavin | | | | | |
| Mr. Ladd 25 year Award | 10.00 | 1 | | 1 | 10.00 |
| Mr. Nichols is same design | | 127 | | 250 | \$1663.50 |
| Mr. Rosen 25 year Award but | | | | | |
| Mr. Tracy with 2 reconstructed | | | | | |
| Mr. Carson babies in the flame | | | | | |
| Mr. Harbo of the torch) | | | | | |
| Mr. Hendon | | | | | |
| Mr. McGuire | | | | | |
| Mr. Mumford | | | | | |
| Mr. Piper | | | | | |
| Mr. Quinn Tamm | | | | | |
| Mr. Nease | | | | | |
| Miss Gandy | | | | | |

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10% Tax

166.35
\$1829.85

D. C. Crain Company, Washington, D. C.

INITIALS ON ORIGINAL

The prices submitted per Award do not include the cost of dies which would be made and owned by the Bureau. For women's pins an additional charge of \$1.00 is made for the pin and is figured on the back. The cost of engraving at 50¢ an Award is included in

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the cost per Award. The Awards would be made in 10 K gold.

| | Cost per Award | Agents | *Clerks | | Total | Cost |
|---|----------------|----------|----------|----------|----------|--------------|
| | | | Male | Female | | |
| 10 year Award | \$5.50 | 112 | 38 | 66 | 218 | \$1267.00 |
| 20 year Award | 5.50 | 11 | 2 | 7 | 20 | 117.00 |
| 25 year Award | 6.50 | 3 | 1 | 7 | 11 | 70.50 |
| 50 year Award | 16.50 | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> | <u>16.50</u> |
| (Same as 25 year Award but would have diamond set in crest) | | 127 | 41 | 82 | 250 | \$1479.00 |
| | | | | | 10% Tax | 147.90 |
| | | | | | | \$1626.90 |

Cost of dies: 126.00
\$1752.90

Cost of dies: 10 year \$83.00
20 year 44.00
25 year 49.00
\$176.00

* \$1.00 for the pin has been added in compiling totals.

In the event the 10 year Award was made out of sterling silver the costs would be as follows:

L. G. Dalfour Company: 10 year Award C \$1.75 for 218* \$449.50
20 year Award, gold 177.00
25 year Award, gold 100.50
50 year Award, gold 10.00
\$737.00
10% Tax 73.70
\$810.70

D. C. Grain Company: 10 year Award C \$1.75 (\$1.25 & 50¢ engraving) \$449.50
20 year Award, gold 117.00
25 year Award, gold 70.50
50 year Award, gold 16.50
\$661.50
10% Tax 66.15
\$727.65
Cost of dies 126.00
\$853.65

* \$1.00 extra included in Women's pins.

It is recommended the gold award be secured from D. C. Grain with funds to be allocated by the FDIBA. It is further recommended that 20 additional 10 year Awards be secured to supply future needs.

I am attaching hereto the water-colored drawings submitted by

Memo for Mr. Tolson

Page Three

Balfours, together with our own drawings which will be the basis for the Awards to be done by the D. C. Grain Company.

Respectfully,

L. B. Nichols

ADDENDUM

7/16/43 LBN:RC

The Executive Conference consisting of Messrs. Tolson, Ladd, Mumford, Clegg, Coffey, Rosen, Hince, Carson, Acers, Tracy, Hendon, and Nichols considered the matter of awards and were unanimous in recommending that the gold award outlined above to be awarded upon completion of ten, twenty, twenty-five and thirty years of service be secured from the D. C. Grain Company. It will require from five to six weeks to effect complete delivery on all awards. They will be paid for through the funds of the FBI Recreation Association.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC- Mr. Glavin

July 13, 1943

RCH:DV

THE DIRECTOR

Mr. Hendon pointed out to the Executive Conference consisting of Messrs. Clegg, Nichols, Acers, Tracy, Mumford, Coffey and Hendon that the Manual and previous bulletin instructions require that the duplicate assignment cards in unassigned Selective Service cases shall be placed in the Road Work Box behind the guide card "unassigned 25 police cases."

As a result of these instructions, the San Francisco Office over a period of time has been carrying approximately 2700 Selective Service cases as police cases when as a matter of fact the police have given them attention and they were awaiting investigation by Special Agents. In other words instead of being unassigned police cases they were actually unassigned agents cases. This of course gave a distorted picture on their administrative report.

It is obvious that our instructions cover the handling of duplicate assignment cards in Selective Service cases when these cases are first opened in an office but do not make appropriate provision for their handling when circumstances actually make them agents cases instead of police cases. To correct the situation the Conference unanimously recommends that the manual

be changed as follows:

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

"The duplicate assignment cards in unassigned Selective Service cases shall be placed in the Road Work Box behind the guide card marked 'Unassigned 25 Police Cases.' However, at the time a Selective Service case ceases to be a police case and enters investigation by a Special Agent it should be classified as an Agent case. If unassigned at that point the duplicate assignment card should be handled in the same manner as the duplicates in all Agent cases."

Respectfully,
For the Conference

Clyde Tolson, Chairman

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NOT RECORDED

CC - Mr. Glavin

W. R. Glavin, Secretary

LAH:MW

July 12, 1943

THE DIRECTOR

The Executive Conference considered the problem of furnishing training in the field in the use of the .357 Magnum Revolver. Each field office has only two Magnum revolvers. The larger offices have difficulty in giving this training; for example, New York with 600 Agents has difficulty in pacing the training with only two guns and the amount of firing necessary will soon wreck these guns, according to Mr. Baughman. They are now irreplaceable.

It was pointed out to the Conference that there is no difference in the principles involved in firing the Magnum and the .38 revolver in which the Agents receive considerable training.

Messrs. Glavin, Tracy, Coffey, Q. Tamm, Carson, Acers, Mumford, and Hince favored eliminating the requirement that the Magnum be fired in the field. It is fired only once each year. These members recommended that training be given in New Agents' Classes and in In-Service Schools. They felt that this would be sufficient to point out to all Agents the difference in the action of the guns from the standpoint of recoil.

Mr. Hendon favored giving training only to New Agents. He felt that the training in the In-Service School was unnecessary.

Those present at the Conference were Messrs. Glavin, Tracy, Mr. Tolson, Mr. E. A. Tamm, Mr. Coffey, Q. Tamm, Carson, Acers, Mumford, Hendon, and Hince

Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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Mr. Quinn Tamm cc - Mr. Glavin
Mr. Nease _____
Miss Gandy _____

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LBN:RC

July 12, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Acers, Mumford, Hince, Hendon, Carson, Coffey, Quinn Tamm, Tracy, Glavin and Nichols, considered Mr. Harbo's suggestion wherein it is pointed out that under the bankruptcy classification, there were 98 convictions and 4 acquittals last year.

In checking into these matters, however, Mr. Harbo advised that 17 convictions and 1 acquittal were for Mail Fraud; 6 convictions arose under the Bill of Lading Act and 4 convictions for Perjury. All of these grew out of bankruptcy investigations.

Mr. Harbo recommended that the records of the Statistical Section be adjusted to allocate the convictions to the offense classifications, such as Mail Fraud, Bill of Lading Act, Perjury. Mr. Harbo based this recommendation on the fact that it would make our figures more comparable to those compiled by the Department.

All members of the Conference with the exception of Mr. Nichols recommended that a notation be carried in our report that these convictions grew out of bankruptcy investigations. It was Mr. Nichols' view that we should clearly report our convictions in order to avoid possible criticism.

R
If the majority's view is approved, appropriate notation will be made in our Annual Report.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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DATE 11/16/19 BY SP5CJ/bce

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC - Mr. Glavin

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LAH:JD

June 30, 1943

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Coffey, Acers, Carson, Rosen, and Hince being present, considered the suggestion of Supervisor F. D. Vechery that whenever a Special Agent dictates a report in any investigation in a case in which a previous report has been submitted, he should also dictate a brief summary of the preceding report or reports. This summary would be attached to the current report and would be prepared for the purpose of avoiding the withdrawing of the file and the review of the file by the Field Office Supervisor, Special Agent in Charge, and Bureau Supervisor.

The Executive Conference noted that this suggestion contemplates the preparation of a summary of every report in every case except the initial report. This would mean duplicate typing. It would also mean that the file would not be reviewed by the supervisor, the Special Agent in Charge, or Bureau Supervisor. The first objection points out that there would be considerable work to perform. The second objection, which is the most serious, is that there would be no real supervision of the case and that this would be countenanced by regulation. For the reasons indicated, the Executive Conference felt that the suggestion would cause additional work and would reduce the quality of case supervision. Accordingly the suggestion was unfavorably recommended by the Executive Conference. If approved, a letter to Mr. Vechery will be sent.

Respectfully,
FOR THE CONFERENCE

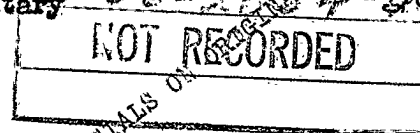
Clyde Tolson
Chairman

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
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Mr. Tracy _____
Mr. Carson _____
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Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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cc - Mr. Glavin

W. R. Glavin
Secretary



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LAM:EG

June 30, 1943

THE DIRECTOR

The Executives Conference, those present being Messrs. E. A. Tamm, Coffey, Glavin, Ladd, Rosen, Hendon, Carson and Hince, was informed of a request made by Dean E. C. Arnold of Vanderbilt Law School, a lecturer before the FBI WPA. Dean Arnold has informed the Training Division that he has been instructed by the University to hold a school for military officers, in the course of which they are to receive a 12-hour lecture on police organizations of Europe. Arnold will have to give this lecture himself. He has inquired through his son-in-law, who is a Colonel in the Army, and with the Military Government Division of the Provost Marshal General's Office, for information and material. He has been unable to obtain any material. Dean Arnold has appealed to the FBI to come to his rescue and to furnish him with any information which the Bureau may be able to release.

Mr. Hince recommended to the Conference that the Bureau furnish to Dean Arnold the following information, with the explicit understanding that the source of the information will not be disclosed; otherwise, the Bureau might be besieged with requests for similar material: (1) Reprints from the FBI Law Enforcement Bulletin on foreign police organizations; (2) photostatic copies of certain articles appearing in police journals which are in the FBI Library; (3) Carefully selected extracts from Mr. Coffey's report on the facilities of European police.

It was pointed out at the Conference that there is some danger in releasing any information in that whatever Dean Arnold says may be recorded and made available to other military schools. The connection of the Provost Marshal's office with this project was also pointed out.

It was further pointed out to the Conference that Dean Arnold has been extremely cooperative, has been a regular lecturer before the National Police Academy, has been a consistent and active Bureau supporter in Tennessee and that the Bureau is in a very difficult position if it refuses to cooperate with Dean Arnold in this matter.

RECOMMENDATION: Messrs. E. A. Tamm, Glavin, Coffey, Hendon and Carson favor furnishing Dean Arnold with materials which have been published and are available to the public and to law enforcement organizations generally. This will include excerpts from the FBI Law Enforcement Bulletin and copies of articles published in police journals and in books.

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Stark _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc Mr. Glavin
52 JUL 12 1943

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Memo. for Director

Page 2

Messrs. Ladd and Hince concurred with the above recommendation and also favored furnishing Dean Arnold with selected material from the FBI files, such as extracts from Mr. Coffey's report on scientific laboratories and technical facilities of the European police and other non-confidential matter in the Bureau's training files.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

L:mbc

June 30, 1943

THE DIRECTOR

Re: JAMES A. McTAGUE, Detective
Police Dept., Philadelphia, Pa.
FBI NPA Applicant - 23rd Session

The Executives Conference, those present being Messrs. E. A. Tamm, Coffey, Glavin, Ladd, Rosen, Hendon, Carson and Hince, considered the above-named applicant to attend the 23rd Session of the FBI NPA.

McTague is 43 years of age, a native of Philadelphia who attended high school there, was employed by an ice company, an electric railway, a cab company and for the last 18 years has been in the Philadelphia Police Department. For the past 13 years he has served as a Detective and he is presently up for a Captaincy. In 1936 he received the Civic Safety Award. He is recommended without qualification by the Director of Public Safety, James H. (Jamey) Malone, by the Captain of the Detective Bureau. He is recommended by neighbors and references. The Philadelphia Police Department shows no criminal record.

A check of his employment record shows that the Philadelphia Transit Company file had an entry indicating that McTague had been arrested on a charge of larceny of a Ford automobile and that on November 21, 1922, the complaint was discharged and McTague found not guilty. It was uncertain from the record whether the person charged was identical with the applicant and the applicant was interviewed by a Bureau agent. He stated that he had never been arrested for larceny of an automobile and that the person who was charged was not he. In view of the uncertainty of the findings, the Philadelphia office was instructed to

Mr. Tolson very thorough investigation and to interview McTague further in order to
Mr. E. A. Tamm clear up this question. In the meantime, the Philadelphia office
Mr. Clegg assigned one John Zukorsky whose name appeared in the records of the court as
Mr. Coffey having been arrested with McTague. Zukorsky, who is serving a prison term at this
Mr. Glavin, was interviewed. He stated that the McTague who had been arrested with him
Mr. Ladd was not in the Philadelphia Police Department. It was also noted that both
Mr. Nichols and McTague lived in the same neighborhood in 1922.

Mr. Rosen
Mr. Tracy Then re-interviewed, McTague admitted to Assistant Special Agent
Mr. Carson William C. Hince that he was, in fact, the person who had been charged.
Mr. Hendon stated that he had denied the record for several reasons: (1) He had been
Mr. McGuire not guilty and, therefore, it did not constitute a criminal record; (2) It
Mr. Mumford the practice of the Philadelphia Police Department to remove police records of
Mr. Harbo records of the department from the files, if they are found not guilty. This has
Mr. Quinn Tamm
Mr. Nease
Mr. Glavin

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been verified by Director of Public Safety Malone; (3) He did not want to put SAC Sears "on the spot" because some months ago when Sears asked him whether his record would stand a thorough investigation, he had informed Mr. Sears that his record was clear. McTague indicated he did not want to let Mr. Sears down and, consequently, had concealed the arrest record.

McTague, in May, 1923, was charged with manslaughter in connection with the death of a child who was killed when the taxicab which McTague was operating backed up and ran over the child. McTague was discharged by the magistrate, rearrested by the coroner's office, found not guilty and discharged by the court. There appeared to be no fault on the part of McTague in connection with the accident.

The Philadelphia office advises that Superintendent of Public Safety Malone is extremely anxious for McTague to attend the Academy. ASAC Hinze telephonically advised that Mr. Sears definitely recommends that McTague be accepted.

RECOMMENDATION: The Executives Conference unanimously recommended unfavorably on the grounds that the applicant had lied to the Bureau agent in the original investigation and that he is, therefore, not eligible for attendance. It was further noted that all the facts with reference to the charge of auto theft are not clear because of the lack of information in the court records, the fact that the arresting officer is now dead and the removal of the record from the Philadelphia Police Department file.

The Executives Conference recommended that SAC Sears be instructed to confer with Director of Public Safety Malone at Philadelphia, explain the Bureau's position to him and offer him the opportunity of designating another representative. If he does not desire to designate another representative, an alternate department will be contacted.

ACTION TO BE TAKEN: If approved, SAC Sears will be contacted telephonically to carry out the above instructions.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

LBW:GDO

June 24, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Coffey, Hince, Acers, Hendon, Tracy, Ladd, Mumford, Rosen, Carson and Nichols considered the suggestion advanced by Mr. Nichols to the effect that some arrangements be perfected whereby parents of FBI employees would be entitled to wear an insignia similar to the star worn by parents with sons or daughters in the Armed or Naval Forces. It was pointed out that if a parent had a son in the Bureau and a son in the Army that it would appear justified for him to wear two service stars.

The Conference with the exception of Mr. Nichols were unanimously opposed to the adoption of any such program on the basis that an insignia worn publicly would reveal the identities of Bureau employees and might possibly be subject to abuse. It was Mr. Nichols' view that the Bureau was as much a part of the defense forces of America as are G-2, ONI, Quartermaster General's Office, Signal Corps, and other branches of the Army and the Navy and that if parents had some recognition it would go a long way in boosting their spirit of patriotism.

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DATE 4/15/91 BY SP5CJ/bco
#323,813

Respectfully submitted,
For the Conference

Glyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

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JOHN EDGAR HOOVER
DIRECTOR



LAH:MW

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

June 21, 1943

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Harbo _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

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DATE 4/16/91 BY SP5/BCE

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered and approved the following program for a Quarterly Conference of Supervisors and Officials to be held on June 29 and 30, 1943, in Assembly Room #1, Department of Justice Building. Supervisors for Division V will attend on Tuesday, June 29, and Supervisors for the other Divisions will attend on Wednesday, June 30. It was decided to hold the conference on two separate nights in the large classroom in the Department of Justice Building because all but a small fraction of the Bureau's Supervisors are located in the Department of Justice Building and the transportation difficulties to the Armory for a large group would make the holding of part of the conference there on the same night inconvenient.

PROGRAM

| | | |
|--------------|--|---------------------------------------|
| 7:00 - 7:20 | Observations Concerning Delinquencies Observed in the Review of Investigative Files. | Supervisor S. S. Alden |
| 7:20 - 7:30 | Health Suggestions for the Summer Months. | Physical Director Howard A. Meyers |
| 7:30 - 8:00 | Special Technical Equipment. | Supervisor C. W. Arnold |
| 8:00 - 8:10 | Airplane Priorities. | Supervisor N. P. Callahan |
| 8:10 - 8:25 | Communications Priorities and Suggestions for the Preparation of Teletypes and Radiograms. | Mr. Nichols Skinner |
| 8:25 - 8:35 | Recess | |
| 8:35 - 8:50 | Rationing. | Mr. Glavin |
| 8:50 - 9:05 | Bureau Policies with Reference to the War Relocation Authority. | Supervisor J. C. Strickland |
| 9:05 - 9:20 | Statistical Accomplishments and their Importance. | Supervisor L. R. Pennington |
| 9:20 - 10:00 | Manual of Rules and Regulations, Manual of Instructions, and National Defense Manual Quiz. | |

RECORDED

66-2554-2039

18 JUL 7 1943

THREE

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cc - Mr. Glavin
57 JUL 14 1943


Memo. for the Director

Page 2

ACTION TO BE TAKEN: For approval, there is submitted a proposed memorandum for all Officials and Supervisors at the Seat of Government.

Those present at the Conference were Messrs. E. A. Tamm, Glavin, Coffey, Rosen, Ladd, Mumford, Carson, and Hincé.

Respectfully,
For the Conference


Clyde Tolson
Chairman


E. A. Glavin
Secretary

Attachment

*detached
+ filed with
copy*

*Approved by
Director
EW*

LAH:ELM

July 3, 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/16/91 BY 4521/652

THE DIRECTOR

0
The Executive Conference, those present being Messrs. E. A. Tamm, Hendon, Coffey, C. Tamm, Carson, Ladd, Mumford, Glavin, Acers and Hince, considered the suggestion of Mr. J. F. Santoiana that Latin American police officials who receive training at the Bureau be given a diploma along the lines of the attached diploma.

Mr. Santoiana presented the following reasons:

1. The diploma would probably be placed in a conspicuous position and would be seen by a number of Latin American officials.
2. The diploma would serve to give the FBI beneficial recognition in Latin America.
3. The diploma would furnish an incentive for those attending and could be used as a control over their conduct.

RECOMMENDATION:

The Executive Conference with the exception of Mr. Hince felt a diploma would not be necessary. It was also felt that the short periods of instruction would not furnish a sufficient basis for the issuance of a diploma. Mr. Hince agreed with Mr. Santoiana that the issuance of such a certificate would be desirable. Mr. Clegg has previously suggested that such a certificate might be desirable.

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin
Attachment

Respectfully,
For the Conference

Clyde Tolson, 2554
Chairman

W. R. Glavin,
Secretary

NOT RECORDED

ORIGINAL FILED IN 1-2175-76-1

LAH:EEH

July 3, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/16/97 BY SP5CJ/psc

#323013

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Hendon, Coffey, Q. Tamm, Carson, Ladd, Mumford, Glavin, Acers and Hince, was advised of Mr. Connelley's suggestion with reference to the safety of Bureau revolvers. Mr. Connelley pointed out the revolvers can be extracted from locked brief cases. This has previously been called to the Bureau's attention.

The present regulation provides that a firearm may be maintained on the person of a Special Agent or it may be placed by him in his desk provided that whenever he leaves the desk the desk must be locked. The regulations also permit revolvers to be maintained in a locked brief case provided that the brief case is maintained in a place designated by the Special Agent in Charge.

It was pointed out to the Conference that as a matter of practice Special Agents in Charge designate cabinets for the storage of brief cases and that these cabinets have locks. These cabinets are situated in the various Agents' Rooms. After regular working hours when these rooms are not occupied the doors are locked. There is no regulation requiring that the cabinets be locked inasmuch as the offices are open on a twenty-four hour basis and there is personnel in the office twenty-four hours each day. It was noted, however, that some offices have space on various floors of an office building and it is possible for members of the char force to enter various offices (using a building key) which may be located at some distance from the place where the personnel will be working at night and after regular office hours. It was pointed out to the Conference that this is a loop-hole in our present arrangements for firearms and that a member of a char force in some light offices could enter Bureau space by a pass key and extract revolvers from brief cases.

Mr. Rosen
Mr. Tamm
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols

Mr. Rosen It was pointed out to the Conference that a revolver in a locked brief case is not much more secure than a revolver without the brief case and so a safe space for storage of revolvers is necessary.

Mr. Harbo

Mr. RECOMMENDATION:

Mr. McGuire The Conference unanimously recommended that the following instructions be issued to all Special Agents in Charge:

Mr. Quinn Tamm

Mr. Nease
Miss Gandy

NOT RECORDED

58 AUG 26 1943

INITIALS OF ORIGINAL

61 AUG 29 1943

ORIGINAL COPY FILED IN 66-3760-3509

1. The Special Agent in Charge is strictly responsible for the safety of Bureau firearms left in a field office and it is his responsibility to provide a safe place for the storage of revolvers.

2. It will be appropriate for Special Agents to have revolvers on their persons in a field office, to maintain a revolver in a desk provided that the desk is locked when the Agent leaves the desk.

3. Whenever a Special Agent leaves his revolver in the field office, he should leave it either in his locked desk or in a locked cabinet which has been designated by the Special Agent in Charge.

4. In order to provide safe locked cabinets for revolvers left in the field office by a Special Agent the Special Agent in Charge shall provide either:

(a) A centrally and safely located locked cabinet in which a wooden rack may be built, or

(b) The Special Agent in Charge shall designate as many cabinets having locks as are necessary to hold the Agents' brief cases containing revolvers.

With respect to (a) and (b) above it will be the responsibility of the Special Agent in Charge to see that these cabinets are locked after regular working hours and whenever the space in which the cabinets are located is not occupied.

Mr. Coffey dissented from the above to the extent that he believes revolvers left in a field office by Special Agents should be placed in a rack inside the gun vault.

If approved, appropriate instructions will be issued.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

LAH:HEM

July 3, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Coffey, Hince, Hendon and Mumford, considered the suggestion of Special Agent in Charge R. A. Guerin that the Field Offices be authorized to destroy after one year correspondence received from the Bureau transmitting pay checks and expense checks.

Mr. Glavin informed the Conference there appeared from the administrative side to be no reason to keep this correspondence after one year.

RECOMMENDATION:

The Conference recommended unanimously that the Field be authorized to destroy this correspondence as soon as the correspondence is one year old.

If approved, the Field will be advised.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/16/90 BY SP5 LJB/lee
#32 3,873

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

NOT RECORDED

58 AUG 26 1943

INITIALS ON ORIGINAL - 3

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AUG 28 1943

LAH:EEM

July 3, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/16/81 BY SP5/ik

THE DIRECTOR

#323013

The Inspectors have noted a lack of uniformity in the policy of opening cases in all classifications and particularly in Selective Service matters and plant informant matters. The whole matter was submitted to the Inspectors and their views obtained.

The Executive Conference, those present being Messrs. E. A. Tamm, Hendon, Coffey, Q. Tamm, Carson, Ladd, Mumford, Glavin, Acers and Hince, considered the Inspectors' findings. In Selective Service matters when a teletype is received in a field office from another field office requesting that a Local Board be checked to determine if a certain individual is delinquent, there is a lack of uniformity in the practice of opening cases. Some offices open new files and count the matter as a case opened and closed even though in a majority of instances the individual is not delinquent with the Local Board. The matter usually arises because he is picked up by the police and does not have his Selective Service credentials on his person. Some offices do not open a case but open a new file and mark it as a "dead" file. This is not reflected in the monthly administrative report as a case opened. Some offices do not make any statistical account at all but simply place the case in the 25-0 or general file when there is no delinquency.

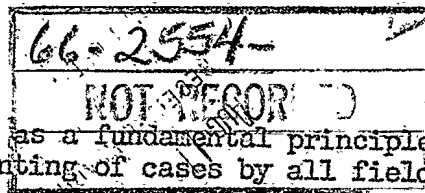
In plant informant matters, it is reported to the Conference that some offices open a case for each plant in which there are informants to be developed. Some offices simply open a "dead" file and do not count the matter as a case.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

With respect to other types of investigations it was noted that there was a lack of uniformity in the handling of complaints. Some offices open a case when a complaint is received even though an investigation has not been conducted. Some offices do not open a case even though a complaint has been received and an investigation has been conducted, provided that a complaint has been found it is not warranted and there has been no violation of law. It is particularly true that complaints received by resident agents which require some investigation but are ultimately determined to be unfounded are received in the field office from the resident agent in memorandum form and no record of the investigative effort is contained in the monthly administrative report.

RECOMMENDATION:

1. The Conference unanimously recommended as a fundamental principle that there should be uniformity in the counting of cases by all field



CC - Mr. Glavin

58 SEP 3

1943

ORIGINALS ON ORIGINATOR

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offices so that the monthly administrative report will be a true gauge of the amount of work handled and pending.

2. The Conference unanimously recommended that the field be instructed that a case should be opened and recorded in the monthly administrative report whenever, in addition to the receiving of a complaint, one or more interviews is conducted even though the case may be concluded with the initial memorandum or report. It was also unanimously recommended that in addition a case should be counted as opened whenever it is necessary to consult the U. S. Attorney and thereafter to submit to him a written record of his opinion.

3. Specifically with regard to plant informant matters it was recommended that a case should be opened and should be counted in the monthly administrative report as a pending case so long as active investigative work is being performed in the developing of informants in the plant. One case should be opened for each plant so handled.

4. Messrs. Hendon, Q. Tamm, Ladd, Mumford, Acers and Hince recommended that in Selective Service matters a case should be opened upon the receipt of a teletype from another office requesting that a local Board be checked to determine whether a certain individual is delinquent regardless of whether the individual is actually found to be delinquent or not and even though the matter may be closed by the sending of a teletype reply. It was pointed out by these members of the Conference that investigative work is performed and that in the interests of uniformity and simplicity the case should be opened.

Messrs. E. A. Tamm, Coffey and Carson were of the opinion a case should not be opened unless an individual is actually found to be delinquent and as a consequence further investigative work must be informed. It was the opinion of these members of the Conference that the large number of such Selective Service matters in which there is no delinquency would tend to throw the administrative report out of proportion if a case were counted for each such inquiry. Accordingly, these members were in favor of making an exception to the general principle which had previously been unanimously approved that whenever any interview is conducted in addition to the original complaint a case is opened. If the minority view is approved, this will constitute an exception to the general rule.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

LAH:EEH

July 3, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Hendon, Coffey, Q. Tamm, Carson, Ladd, Mumford, Glavin, Acers and Hince, considered the suggestion of Special Agent in Charge Soucy that the Bureau might desire to consider the discontinuing of the weekly conferences for new Special Agents which are held in the Field for each newly appointed Agent during the first six weeks of his Field assignment.

The Bureau rule requires that each such Agent attend weekly conferences for six weeks with his Special Agent in Charge. Mr. Soucy pointed out that recently he has had only three or four Agents attending.

RECOMMENDATION:

The Conference was unanimously of the opinion that the present policy should be continued and that each newly appointed Special Agent should be required to attend six weekly conferences with his Special Agent in Charge at the beginning of his field assignment. If approved, a letter to Mr. Soucy will be sent.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

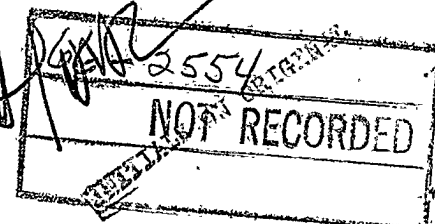
W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Glavin _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/16/91 BY SP5C/bce
#323,013



52 JUL 21 1943

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LAH:EEM

July 3, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/16/94 BY SP5CJ/KCO

#323013

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Hendon, Coffey, Q. Tamm, Carson, Ladd, Mumford, Glavin, Acers and Hince, considered the communication received from Mr. Wall Doxey, Sergeant at Arms, U. S. Senate, in which he recommended Captain Bert Sheldon for attendance at the FBI National Police Academy.

Captain Sheldon was a member of the Metropolitan Police Department of Washington, D. C., and was assigned to the Capitol Police at the beginning of the war. Previously he has been considered as a member of the Metropolitan Police Department, the quota of which for the National Police Academy has been filled.

Mr. Doxey pointed out that the members of the Metropolitan Police Department detailed at the Capitol are cut off entirely from the Metropolitan Police Department and are entirely under the orders of the Police Board at the Capitol; that they are paid from a special appropriation set up by an Act of Congress; and that their places in the Metropolitan Police Department are filled and if they return there will be no place for them until vacancies occur. These men have been detailed at the Capitol for about three years and it is expected they will be there for the duration.

RECOMMENDATION:

Mr. Tolson
Mr. E.A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
The Executive Conference recommended unanimously that under these conditions the members of the Metropolitan Police Department detailed to the Capitol Police Force be considered representing the Capitol Police Force and eligible for attendance at the Academy as are members of any other law enforcement agency.

Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Quinn Tamm
Mr. Nease
Miss Gandy
If approved, there is attached a letter to Mr. Doxey.

Respectfully,

For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

INITIALS ON ORIGINAL

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58 JUL 19 1943

WRG:1rd

July 3, 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/16/92 BY SP5 RJB
#323073

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs.
E. A. Tamm, Hendon, Coffey, Quinn Tamm, Hince, Carson, Ladd,
Mumford, Acers and Glavin considered exhibition shooting on
the New York Office Indoor Range.

Mr. Glavin pointed out to the conference that
information has been received that considerable ammunition is being
used on the New York Range for the purpose of so-called exhibition
shooting. The Conference was further advised that the majority of this
shooting was done for clerical employees of the New York Office who
are in training and a further check with the Special Agent in Charge,
Mr. Conroy, at New York elicited information that he, Mr. Conroy,
could only recall one instance wherein an individual other than
employees of the New York Office witnessed such shooting on the New
York Indoor Range.

For the information of the Director, the exhibition shooting
on the New York Range covers tommy gun shooting and firing of the .38
caliber revolver for the purpose of acquainting the Clerks with these
types of weapons used by the Bureau's Agents. Mr. Conroy stated that
no shooting exhibitions are permitted on the New York Range unless he
personally approves them.

Mr. Tolson The majority of the Conference is of the opinion that the
Mr. E. A. Tamm exhibition shooting as above-mentioned on the New York Range which is
Mr. Clegg conducted primarily for clerical employees should be continued.

Mr. Coffey

Mr. Glavin Mr. Glavin recommends that any such exhibition shooting be
Mr. Ladd carefully supervised. He feels that such exhibition shooting
Mr. Nichols should not be participated in by outsiders regardless of who they might
Mr. Rosen be. He does not feel that it is out of place to acquaint the clerical
Mr. employees with the shooting of our weapons through such exhibition per-
Mr. formances. Mr. Glavin recommends that after all clerical employees
Mr. of the New York Office have been given the opportunity to witness the
Mr. firing of the tommy gun and the .38 caliber revolver on the New York
Mr. Range no further shooting be participated in there.

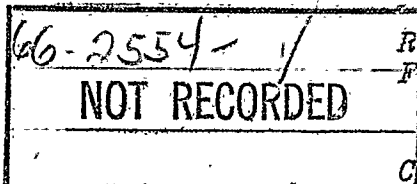
Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy



Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson W. R. Glavin
Chairman Secretary

22 JUL 10 1943

ORIGINAL FILED IN 66-3760-19-874

ALL INFORMATION CONTAINED
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DATE 4/16/91 BY SP5 Ljase
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66-2554-2040

CHANGED TO

1-3094-X171

to

1-3094-X166

to

1-3094-X180

old chg made
5/2/46 gmd

(per ltr)
11-21-49

LAH:BG

June 16, 1943

THE DIRECTOR

The Executives' Conference, those present being Messrs. Tolson, Glavin, Ladd, Mumford, Rosen, Tracy, Hendon, Acers and Hince, considered the suggestion of Special Agent in Charge Percy Wyly that the delinquency in field offices may be cleared up by concentrating Special Agents in one locality until the delinquency has been removed and then moving the agents to other locations in the field division, so as to clear the delinquency one area at a time. Mr. Wyly pointed out that prior to his assignment to Memphis, 7 agents were used at Nashville and that each agent had at least 40 cases assigned, of which approximately 50% were delinquent. He points out that these agents took at least two-thirds more time to conduct investigations if the cases were from two to six months old than it would have taken had the investigation been made within ten days. To cure this, he sent 10 agents to Nashville, in addition to the 7 who were already there, divided the work equally and in two weeks the backlog had been wiped out. He then brought the 10 agents back to the Memphis office and withdrew 4 of the Resident Agents. Since that time, although there has been just as much work received in the Nashville territory as previously, it has been possible to keep current with only 3 agents. The 4 agents released were then available to help out in other parts of the district. As a result of using this system throughout the territory, it was possible to bring the office to a less than 10% delinquency and to release 21 agents for assignment elsewhere. At the same time, the office in February, 1943, closed 311 cases with 17 agents whereas in July, 1942, only 275 cases were closed with 38 agents.

Mr. Wyly also points out that much time is spent in opening and assigning cases, in clerical work and in investigative work to locate subjects or witnesses who have moved during the period that the case has been pending in the field office. This requires the restating of leads and the following of a witness or subject around the country. He believes that if each office will handle leads from other offices during the first fifteen days of a month and then spend the remainder of the month on cases originating in the district, excepting expedite matters, it will be possible to eliminate much of the waste effort now expended.

Mr. Tolson The Executives' Conference considered the suggestions of Mr. Wyly.
Mr. E. A. Tamm This requires the restating of leads and the following of a witness or subject around the country. He believes that if each office will handle leads from other offices during the first fifteen days of a month and then spend the remainder of the month on cases originating in the district, excepting expedite matters, it will be possible to eliminate much of the waste effort now expended.
Mr. Ladd
Mr. Nichols The Executives' Conference considered the suggestions of Mr. Wyly.
Mr. Rosen and favored trying the system in another office as a further experiment.
Mr. Tracy The Conference agreed unanimously that the Birmingham Division should be the one
Mr. Clegg and that Mr. Wyly should be instructed to proceed to Birmingham to confer
Mr. Hendon with SAC D. K. Brown and organize the assignment of work in the Birmingham
Mr. McGuire Division along the lines of his suggestion, keeping in mind that the
Mr. Mumford Mobile area will offer an excellent testing ground because of the large
Mr. Harbo number of Resident Agents there. The Conference felt that Mr. Wyly might
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/15/91 BY SP5C/BK/BJA

#323013

66-2554-2641
NOT RECORDED

ORIGINAL COPY FILED IN 66-2554-2641-595

JUL 14 1943

Mem. for Director

Page 2

He came to Birmingham for a period of approximately ten days to set up the system and he might return to Birmingham from time to time during the next 90 days; and after a period of 90 days, a complete report should be submitted to the Bureau showing the results obtained.

If approved, a letter to Mr. Wiley has been prepared.

Respectfully,
John H. Garfield

Clyde Tolson,
Chairman

J. E. Glavin,
Secretary

cc- J. E. Glavin

AM:BG

June 23, 1943

THE DIRECTOR

O
The Executives Conference, those present being Messrs. E. A. Tamm, Glavin, Coffey, Nichols, Tracy, Ladd, Mumford, Rosen, Carson and Hince, considered the report of Physical Director H. A. Meyers that there has been a decrease in attendance at the 8:00 to 9:00 P.M. make-up period in the basement gymnasium during the past several weeks. A number of Bureau supervisors have been participating in court ball after regular working hours and the opportunities for outdoor recreation in the warmer months have obviously affected the attendance. For the past three weeks the average attendance was 2.5 per session and during the past week it was 1.2. The attendance at this class is voluntary and not required.

RECOMMENDATION: The Conference unanimously recommended that for the summer months the 8:00 to 9:00 P.M. gymnasium period be discontinued inasmuch as the attendance of an instructor for the very small voluntary attendance is not justified. The Conference also recommended that this class be re-established in the Fall and it will be reinstituted on October 1st, if approved.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

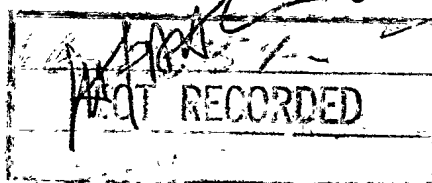
DATE 4/18/91 BY SP5C/BJC
#323,813

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

H. A. Glavin
Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson cc - Mr. Glavin
Hendon _____
McGuire _____
Mumford _____
Harbo _____
Quinn _____



ORIGINAL COPY FILED IN 62-105

WRG:lrđ

June 22, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Rosen, Mumford, Hince, Coffey, Acers, Carson and Glavin considered a suggested Bureau Bulletin to the field concerning crediting of overtime performed.

It was pointed out to the Conference that certain requests are being received from the field and also from Special Agents in the In-Service School concerning overtime, particularly as to whether the study of manuals should be considered in the compilation of overtime work performed by Bureau personnel.

The Conference was of the unanimous opinion that the proposed Bulletin which explains in detail the overtime policies of the Bureau should be forwarded to the field.

For the Director's information, the field is instructed that the study of Bureau Bulletins or manuals or other Bureau instructions, whether studied at the office or at home, is not to be considered as overtime, the performing of Bureau work at home is not to be considered as overtime, and the taking of physical exercise is not to be considered as overtime. The bulletin further clarifies the minimum period of overtime which can be charged for any day, reiterating the Bureau's present instructions that 15 minutes is the smallest unit of overtime to be credited.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Piper _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/15/91 BY SP5CJ/lee
#323,813

Clyde Tolson, Chairman

| |
|--------------|
| 66-2554.1 |
| W. R. Glavin |
| NOT RECORDED |

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-1976-647

WRG:1rd

June 26, 1943

MEMORANDUM FOR MR. TOLSON

I advised the ⁰Executive Conference on June 25, 1943, of the fact that Mr. John Dirkes of the Civil Service Commission had communicated with me and advised that due to the draft situation he was losing many of his men and undoubtedly would not be able to have Mr. Sullivan over at the Bureau as often as he had heretofore since Mr. Sullivan will have to assume many other duties presently being performed by other men in the Civil Service Commission.

I told him we would go along with him just as well as we could and if anything came up that we had to take care of immediately, we would communicate with him, Dirkes, so that it could be handled.

Respectfully,

W. R. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/15/91 BY SP5C/BCE

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| 6-3554 |
| NOT RECORDED |

10 JUL 6 1943

ORIGINAL COPY FILED IN 62-17890-541

LAM:MMH

June 21, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Nichols, Carson, Tracy, Ladd, Rosen, Glavin, Hendon and Harbo, considered the suggestion of Mr. E. T. Harbo that the Bureau adopt a uniform procedure for the field whereby each office would be instructed to provide a rubber stamp bearing the following identifying data:

Searched _____
Serialized _____
Indexed _____
Filed _____

This stamp would be used to stamp all incoming mail and the employees handling each of the functions indicated would place his initials on the appropriate line. This would modify the present regulations which specify that initials of each employee should be placed in various specifically indicated portions of incoming mail.

If approved appropriate instructions to the Field will be issued.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. H. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CO - Mr. Glavin

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June 15, 1943

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THE DIRECTOR

At a meeting of the Executive Conference on June 14, 1943, attended by Messrs. E. A. Tamm, Glavin, Tracy, Rosen, Hendon, Carson, Acers, and Ladd, it was pointed out that there has been prepared by the Security Division summary memoranda as to the duties and responsibilities of supervisors for the various desks in the Security Division. The Conference was advised that it was desired that copies of these memoranda be prepared; that they be assigned to the various supervisors covering the activities of the desks to which particular supervisors are assigned in order that they might be of assistance to them in the performance of their duties.

The Conference was unanimously in favor of having copies of the graphed for the use of the supervisors.

Respectfully,
For the Conference

Clyde Tolson
Chairman

J. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy - Mr. Tamm _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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JOHN EDGAR HOOVER
DIRECTOR



WRG:MTS

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

July 7, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs Tolson, Tracy, Quinn Tamm, Acers, Carson, Coffey, Hendon, Hince, Ladd, Mumford, Rosen, and Glavin, considered a request submitted by Supervisor Kenneth C. Howe of the Internal Security Section for approval of his request for additional gas rationing allotment under the present rationing system.

For the Director's information, Supervisor Howe transports four supervisors of the Bureau to work in his personally-owned car. All of these supervisors live in Virginia and no car owner in the State of Virginia can get any supplemental gas rationing unless it is approved by the transportation officer of the employer or by the employer. The form which must be signed by a representative of the Bureau is attached hereto.

The Conference recommends approval of this request and that the form be signed by a representative of the Bureau other than the Director. It is not felt that it should be necessary for the Director to sign these forms.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/91 BY SP5C/bee
#323,013

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary



52 JUL 17 1943

CC-287

Mr. Tolson ✓
Mr. E. A. Tamm ✓
Mr. Clegg ✓
Mr. Coffey ✓
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Rosen ✓
Mr. Tracy ✓
Mr. Carson ✓
Mr. Harbo ✓
Mr. Hendon ✓
Mr. McGuire ✓
Mr. Mumford ✓
Mr. Piper ✓
Mr. Quinn Tamm ✓
Tele. Room ✓
Mr. Nease ✓
Miss Beahm ✓

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UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

July 3, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. T. A. Tamm, Hendon, Coffey, G. Tamm, Carson, Ladd, Mumford, Glavin, Neers and Hince, approved the following list of additional alternates for the next session of the FBI National Police Academy:

1. Rock County, Wisconsin Sheriff's Office
2. Ridgefield, New Jersey Police Department
3. West Reading, Pennsylvania Police Department
4. New Bedford, Massachusetts Police Department
5. High Point, North Carolina Police Department
6. Belmont, Massachusetts, Police Department
7. Galveston, Texas Sheriff's Office
8. Monticello, Florida Police Department
9. San Jose, California Police Department
10. Arcata, California Police Department

Although additional alternates are not immediately necessary, it was recommended that they be selected so that they will be available in the event of any last minute necessity.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/16/91 BY SP-5/SCJ/bc
#323,013

Clyde Tolson,
Chairman

T. R. Glavin,
Secretary

cc - Mr. Glavin

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July 3, 1943

ALL INFORMATION CONTAINED
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DATE 4/16/91 BY SP5CJ/bce
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MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Mumford, Tracy, Carson, Hendon, Hince, Coffey and Glavin considered a suggestion submitted by Special Agent Roy W. Reger to the effect that arrangements be made by the Bureau to permit Special Agents attending In-Service Schools to have special physical examinations at the U. S. Naval Hospital.

Special Agent Reger points out that, for example, if an Agent came to Washington to attend In-Service School with a weak stomach or possibly ulcers of the stomach, he be allowed to have a special examination to verify or disprove this belief. Agent Reger further stated that he understood that at the present time the policy is to permit the Agents to have a regular physical examination and that no special examinations are made unless specifically recommended by the doctor at the Naval Hospital.

The Conference is of the unanimous opinion that no arrangements should be made at the present time to have detailed special physical examinations performed at the U. S. Naval Hospital. The Conference points out that the doctors at the Naval Hospital can handle only so many men at the present time and if additional special examinations were made, this might cut down on the number of examinations that are now being handled. Further, it is felt that an Agent coming into In-Service School is presumably in good health unless called in for a special examination at which time he is given special attention at the U. S. Naval Hospital and that he should not have to miss several days' In-Service training. The Conference feels that Agents suffering from ailments such as mentioned by this Agent should take appropriate steps to secure the necessary medical attention from their personal physicians.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Hendon _____
Mr. In-Service training. The Conference feels that Agents suffering from ailments such as mentioned by this Agent should take appropriate steps to secure the necessary medical attention from their personal physicians.
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Hendon _____
Mr. In-Service training. The Conference feels that Agents suffering from ailments such as mentioned by this Agent should take appropriate steps to secure the necessary medical attention from their personal physicians.
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554-1
Respectfully Recommended,
FOR THE CONFERENCE
INITIALS ON ORIGINAL

Clyde Tolson, Chairman

W. R. Glavin, Sec

61 JUL 28 1943
Attachment

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LAM:EG

June 16, 1943

THE DIRECTOR

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The Executives' Conference, those present being Messrs. E. A. Tamm, Rosen, Glavin, Quinn Tamm, Tracy, Hendon, Ladd and Hince, approved a modification in Section 6H of the Manual of Rules and Regulations in order to make definite and uniform the procedure to be followed in the preparation of lead cards. The previous regulations have not specified the exact information which should appear on the lead card. Under the new regulations, the specific information required is as follows:

"When an unassigned investigation requires attention in more than one locality, lead cards are prepared in duplicate for each lead shown.

- a. When the report is received from another office, the lead card shall show the file and serial number and the name of the city where the work is pending.
- b. When the report upon which the lead is based was prepared in the office in which the lead card is being prepared, the lead card shall show the file number, date and name of Agent who is author of the report and the name of the city where the work is pending."

ALL INFORMATION CONTAINED

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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Respectfully,
FOR THE CONFERENCE

Clyde Tolson,
Chairman

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W. R. Glavin,
Secretary



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NRG:MTS

July 7, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Tracy, Quinn Tamm, Acers, Carson, Coffey, Hendon, Hince, Ladd, Mumford, Rosen, and Glavin, recommends that since the FBI under the present appropriation for the fiscal year 1944 has available \$325,000 for the purchase of automobiles a request go forward to Mr. Quinn of the Department for the purchase of such machines.

For the information of the Director, it is expected that approximately 232 cars can be purchased from these funds. It is not felt that any trucks, buses, station wagons, or motorcycles are needed at this particular time, and for that reason approximately the entire sum allowed for the purchase of passenger-carrying vehicles is recommended to be utilized for the purchase of pursuit cars.

At the present time we have 2,118 passenger cars in service, and 232 additional cars will make a total of 2,350 passenger-carrying vehicles; with a personnel of slightly over 4,800 Special Agents, it is not felt that we will be securing too many cars.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Should the Director approve the Conference's recommendation, the attached communication should go forward to

Mr. Quinn.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

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JJS:JH

July 3, 1943

MR. NICHOLS

Last evening Mr. ~~Wither~~ald, Executive 6500, Extension 2325, Federal Securities Agency, called and wanted to know if the Bureau had a mailing list on which material could be sent out to all Chiefs of Police and Sheriffs in the United States.

After inquiry, he stated that he had considerable material on venereal disease control which they wanted to send to the police and did not want to duplicate a mailing list if we had one. I told him that we did not have any such mailing list, that our field offices were so located and had personal contact with sheriffs and police so that it was not necessary for us to maintain a large mailing list here in Washington.

He then wanted to know if the Federal Securities Agency prepared an extensive mailing list and had stencils made for this particular purpose whether the mailing list would ever be of any further value to us or other agencies in the government. I told him, frankly, I was not in a position to say just what value it would be to us and that we had not had any occasion in the past arise on which it was necessary to use such a mailing list.

He left his phone number in the event we had any further observations.

RECOMMENDATION: No further action.

Respectfully,

INDEXED

EX 14 0186

J. J. Starke

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| 66-2534-2044 |
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| INITIALS C. ORIGINAL |

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECOMMENDATION: The Executive Conference considered the above-mentioned matter and was unanimously of the opinion that no action should be taken. Those present were Messrs. Acers, Mumford, Hince, Hendon, Carson, Coffey, Glavin, Tracy, Quinn Tamm, and Nichols.

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JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

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WRG:MTS

July 7, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Tracy, Quinn Tamm, Acers, Carson, Coffey, Hendon, Hince, Ladd, Mumford, Rosen, and Glavin, recommended approval of the attached communication addressed to the War Price and Rationing Board, I.O.O.F. Hall, Alexandria, Virginia, concerning a supplemental request for gas for Mr. W. R. Glavin, Assistant Director of the Administrative Division of the FBI.

Should the Director approve the suggested communication, it should be returned to Mr. Glavin for personal delivery to his ration board.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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Mr. Tolson ✓
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey ✓
Mr. Glavin ✓
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

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JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

WRG:1rd

July 10, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Hendon, Mumford, Hince, Tracy, Quinn Tamm, Nichols, Coffey, Carson and Glavin considered a request of Special Agent K. R. McIntire of the Security Division that the Bureau sign his request for additional gasoline rationing.

For the Director's information, Mr. McIntire lives in Arlington, Virginia, carries three Special Agents to work with him and he cannot, under the set up they have in Virginia at the present time, secure any additional gasoline unless the request for additional rationing is approved by the employer.

The Conference recommends approval of Mr. McIntire's request.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
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DATE 4/16/94 BY SP5CJ/bce

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EX-14
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Ev Tamm

Mr. Tolson ✓
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin ✓
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Tele. Room

Mr. Nease
Miss Beahm
Miss Gandy

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JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

WRG:MTS

July 7, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Tracy, Quinn Tamm, Acers, Carson, Coffey, Hendon, Hince, Ladd, Mumford, Rosen, and Glavin, recommended approval of the attached communication addressed to Local Gasoline Rationing Board, Office of Price Administration, Board #21, Oyster School, Washington, D. C., concerning a supplemental gas request for Mr. Quinn Tamm, Chief of the Identification Division of the FBI.

Should the Director approve the suggested communication, it should be returned to Mr. Tamm for personal delivery to his ration board.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
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DATE 4/16/91 BY SP5CJ/6C
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Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson ✓
Mr. E. A. Tamm ✓
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm ✓
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

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4 JUL 22 1943

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F B I
26 JUL 13 1943

TOLSON
GLAVIN
TRACY
QUINN TAMM
HENDON
MUMFORD
ROSEN
COFFEY
LADD
NICHOLS
CARSON
HARBO
NEASE
BEAHM
GANDY



WRG:1rd

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

July 3, 1943

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson ✓
Mr. E. A. Tamm ✓
Mr. Clegg ✓
Mr. Coffey ✓
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Rosen ✓
Mr. Tracy ✓
Mr. Carson ✓
Mr. Harbo ✓
Mr. Hendon ✓
Mr. McGuire ✓
Mr. Mumford ✓
Mr. Piper ✓
Mr. Quinn Tamm ✓
Tele. Room ✓
Mr. Nease ✓
Miss Beahm ✓
Miss Gandy ✓

The Executive Conference consisting of Messrs. E. A. Tamm, Mumford, Tracy, Carson, Hendon, Hince, Coffey and Glavin considered a request made by Special Agent J. C. Strickland concerning the Bureau approving his application for renewal of gasoline rationing.

For the Director's information there is attached hereto the ration request submitted by Special Agent Strickland. Mr. Strickland is Chief of the Alien Enemy Control Unit in Division Five and is subject to call at any time. Particular attention is invited to the last certification on the statement which is to be signed by an official of the Bureau, certifying that the statements in the application are true and correct to the best of the signor's knowledge and belief. For the Director's further information, in practically all instances now, supplemental gasoline rations cannot be secured unless the employer either furnishes a communication to the employee or certifies to the correctness of the employee's application for renewal of supplemental rations.

The Conference feels in this particular case that it would be satisfactory for a Bureau official to approve the application in question. It is not felt that it should be necessary for the Director to personally approve such applications and that he may wish to direct that such applications be signed by one of the Assistant Directors.

For the Director's further information concerning the signing of such applications and the furnishing of letters to employees of the Bureau, no such application will be signed or no letter will be approved without its first being brought up at the Executives Conference for their consideration.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

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Respectfully,
FOR THE CONFERENCE

RECORDED

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Clyde Tolson, Chairman

W. F. Glavin, Secretary



OK. But I don't want these to be handled per functionally like some of our draft cases were at the reception with resultant embarrassment. N.

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June 15, 1943

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference consisting of Messrs. E. A. Tamm, Hince, Hendon, Carson, Tracy, Ladd, Mumford, Rosen and Glavin considered a suggestion submitted by Special Agent in Charge Moss that the Bureau give consideration, in order to curtail teletype expenditures, to permitting the field divisions east of the Mississippi River to forward memorandums on the results of applicant investigations via air mail, special delivery.

The Conference feels that this suggestion should be adopted and there are attached hereto a proposed bulletin to the field and a communication to Special Agent in Charge Moss of the Louisville Office.

Respectfully submitted,
FOR THE CONFERENCE

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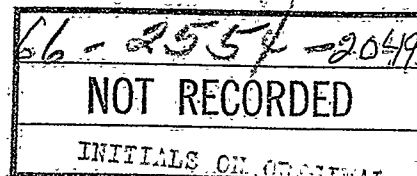
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Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachments



53 JUL 24 1943

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July 7, 1943

THE DIRECTOR

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The Executive Conference, consisting of Messrs. Tolson, Tracy, Quinn Tamm, Acers, Carson, Coffey, Hendon, Hince, Ladd, Mumford, Rosen, and Glavin, considered a suggestion by Mr. Gauthier that the middle corridor exhibit panel on the fifth floor, which is presently blacked out, be revised to reflect the activities of the Identification Division. A sample of the type of exhibit which would be included on the panel is attached hereto.

Mr. Gauthier feels that this exhibit can be revised without any great difficulty or any great expense, since the transparencies only will be changed and a large photograph will be used for the center panel instead of the map we have there at the present time.

The Conference recommends approval of this suggestion.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/16/91 BY SP5CJ/bce
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Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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July 7, 1943

ALL INFORMATION CONTAINED
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DATE 4/16/91 BY SP5C/BCE
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THE DIRECTOR

Mr. Tolson suggested to the Executive Conference, those present being Messrs. Tolson, Glavin, Tracy, Q. Tamm, Acers, Carson, Coffey, Hendon, Ladd, Mumford, Rosen and Hince, that the Graduation Exercises for the National Police Academy would be improved if the procedure of presenting diplomas were modified so that instead of having each man come up on the platform to receive his diploma, the class remain in their seats and that as each man's name is called that he merely stand until the next name is called at which time the next man would stand.

Mr. Tolson indicated that the present procedure is awkward and that the parading of the members of the class across the platform constitutes an awkward movement. The remainder of the Executive Conference; namely, Messrs. Glavin, Tracy, Q. Tamm, Acers, Carson, Coffey, Hendon, Ladd, Mumford, Rosen and Hince, recommended that the present procedure be continued for a variety of reasons, as follows:

1. The present procedure is a traditional one.

2. Walking across the platform and shaking hands with the Director constitutes a "big moment" in the life of each member of the class which would be compensated for by simply standing when his name is called.

Mr. Tolson suggested that the members of the families of the graduates get a thrill out of having their relative on the platform and shaking hands with the Director.

3. The members of the families of the graduates get a thrill out of having their relative on the platform and shaking hands with the Director.

Mr. Glavin suggested that the personal presentation of the diploma to the graduate is more impressive.

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Mr. Glavin

Respectfully,

For the Conference

Clyde Tolson,
Chairman

NOT RECORDED

W. R. Glavin,
Secretary

52 JUL 13 1943

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March 10, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/16/91 BY SP1/bce
#323,073

THE DIRECTOR

The Executive Conference, those in attendance being Messrs. E. A. Tamm, Nichols, Glavin, Mumford, Coffey, Lince, Piper, Tracy, Carson, Ladd and Rosen, considered the request of the Provost Marshal General's Office of the War Department, which was made to the Bureau to conduct investigations for the purpose of locating military personnel who are absent without leave or in a desertion status. There are, at the present time, approximately 10,000 soldiers who fall within these two categories.

The Provost Marshal General's Office is assuming a vigorous attitude toward the apprehension of deserters and absentees. When a soldier has been absent five days without leave, the Adjutant General's Office Form 26, known as "Descriptive list of deserters, absentees or escaped military prisoners from the U. S. Army," is prepared. This is a notification that the soldier is a.m.o.i. or a deserter. The form contains a description, and background information of the soldier. It is being distributed by the military post commander to various state, local and Federal agencies. Some of our Bureau offices covering the localities where the deserter is apt to be found, which is usually his residence, are receiving copies of the Form 26.

The Provost Marshal General's Office has requested the Bureau to initiate investigations to locate absentees in the case of Mr. E. A. Tamm who has failed to return to his post of duty within thirty days following the receipt of the Adjutant General's Office Form 26.

As the Provost Marshal General's request is intended to include all military personnel who have overstayed their leave or who have absented themselves from their post of assignment without permission, a tremendous burden would be placed upon the Bureau if assumed jurisdiction. Individuals falling within the request

Mr. Tamm
Mr. E. A. Tamm
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Hadden
Mr. McGuire
Mr. Mumford
Mr. Harbo
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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would number in the thousands. Obviously we do not have the personnel nor the appropriation to assume this obligation. It is also apparent that if the investigations were conducted, thousands would have returned to military control during the course of the inquiry.

Our present policy will be followed, that is, that Army deserters are sought by the Bureau upon a specific request in each instance from the War Department (previous requests have been signed by a ranking official, namely, the Adjutant General).

It is also recommended that the Bureau advise the office of the Provost Marshal General, through its liaison, that we are not able to comply with their request for the above reasons and, also, that we refuse to index the Form 145 which is seeping through to various field offices because it serves no purpose. It should be explained to the Provost Marshal General representative that in the event an absentee (a.w.o.l.) has committed a felony or there are aggravating circumstances present, the appropriate wanted notices will be placed upon request of the office of the Provost Marshal General.

If this recommendation is approved sufficient background information will be given to the Bureau liaison representative for further notification to the Provost Marshal General of the Bureau's policy.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

27 JUL 22 1943

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Original cannot be located and is not on record. When original is received in Files Division it will be filed either with this copy or may be given a new serial.

April 20, 1943

BCH:DV

7/7/43

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Glavin, Piper, Tracy, Carson, Coffey, Acers, Nichols, Hendon, Ladd and Mumford considered the administrative handling of confidential plant informants in the Security Division. Mr. Hendon pointed out to the Conference in connection with his survey for the reduction of personnel that confidential plant informants are being developed by the Field at the rate of approximately 3,000 per month and indications are that this number will increase during the next several months to come. Upon each informant developed, the Field transmits to the Bureau a memorandum or letter of biographical material. When this letter is received in the Bureau it is indexed and serialized in the Files Section and routed to the Security Division where the Confidential Informant desk is maintained in Mr. Callan's Section. Symbol numbers are also assigned to each of these informants by the Field Office and these symbol numbers are indexed in the Files Section each time they appear.

When the biographical material is received by the supervisor handling the Confidential Informant desk, files are pulled on all individuals who are possibly identical with the informant. These files are reviewed and if anything derogatory is developed the Field is appropriately advised not to use the informant concerned. An estimated 3,000 informants are received per month and an average of three files are pulled on each informant which means that during the course of the month a total of 9,000 files are pulled on this project alone. Mr. Callan advises that derogatory information is discovered about one out of 3,000 such cases so that a total of 9,000 files must be pulled to locate derogatory information on but one informant.

Two 3 x 5 index cards are made in the Security Division on each of the confidential plant informants showing his address, employment or connections, whether considered reliable and brief biographical data plus the symbol number assigned to him by the Field. One of these cards is filed alphabetically by the name of the informant and the other is filed by symbol number. This provides a ready reference to the background and history of each informant should occasion arise to check back quickly when the symbol number appears in an investigative report. However, such information is also available but with less expedition from the indexing handled in the Files Section.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Hendon
- Mr. Mumford
- Mr. Piper
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

[Handwritten signature]

RECOMMENDATION #1

Mr. Hendon recommended to the Conference that the Field discontinue sending in the biographical data on each informant. He pointed out that these individuals are more appropriately listening posts who have indicated a willingness to bring to the Bureau's attention anything occurring within a plant or industrial facility of possible interest to the Bureau. He pointed out that they are not from day to day actively furnishing information but are utilized only when something occurs in a facility in which they are employed about which they might have some knowledge. This means that as to any one of the 30,000 informants thus far developed, his name or symbol number might never appear in an investigative report submitted to the Bureau. He is of the belief that throughout the duration of the war while the coverage is highly important, as a practical matter only a relatively small percentage of the confidential plant informants will ever have occasion to furnish information or be quoted by symbol number in a report. Mr. Hendon therefore feels that the amount of work involved in indexing and filing all of this material is not warranted and as an alternative he suggested that when such informant is quoted in a report his identity and brief biographical material be shown on a separate sheet similar to the practice in handling temporary confidential informants. Mr. Callan also felt that this would be practical and were this to be adopted the need for one supervisor and two clerks would be eliminated.

With the exception of Mr. Hendon, however, the Conference is of the opinion that the biographical material should be forwarded by the Field to the Bureau so that the Bureau would have on record in its files the names and history of each confidential plant informant developed.

RECOMMENDATION #2

Mr. Hendon recommended to the Conference that the names of the confidential plant informants no longer be searched when the biographical material is received. This would save the pulling of 9,000 files per month and eliminate the need for one supervisor. Mr. Callan and the supervisor presently handling this project feel that the work involved in such searches is not warranted in view of the fact that derogatory information is located in but a fraction of but one per cent of the cases. Mr. Hendon also pointed out that even though an individual on whom we had some derogatory information was listed as a confidential plant informant there would be but little chance of embarrassment since if the question arose as to who he was a search could be made of our files at that point.

The majority of the Conference consisting of Messrs. Glavin, Tracy, Piper, Coffey, Carson and Mumford recommends that we continue with the present plan of eliminating even one supervisor, the clerks, and the need for a search of our files at that point.

The minutes of the Conference consisting of Messrs. Tolson, Ladd, Nichols, Moore and Harbo recommend that no further discussion be necessary.

RECOMMENDATION

Mr. Ladd recommended that we discontinue making index cards in the Security Division on confidential plant info. He pointed out that the names of these informants are indexed in the Section and cross indexed by symbol number. Each time the symbol number appears in a report it is again indexed. Accord- full information concerning the background of any of these info is available from the files. The only advantage to the index in the Security Division is that the information is more expeditiously available but there is seldom a need for the information.

With the exception of Mr. Glavin, the Conference recommends that this indexing be discontinued.

Respectfully,
For the Conference

Clyde Tolson
Chairman

F. A. Glavin
Secretary

CC - Mr. Glavin

LAH:EMM

July 3, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Hendon, Coffey, Q. Tamm, Carson, Ladd, Mumford, Glavin, Acers and Hince, was informed of the fact that a number of requests have been received from state police organizations and from large city police organizations for the purpose of designating a third representative to attend the FBI National Police Academy.

At the present time, all of the larger organizations have had two candidates in attendance with the exception of the New York City, Boston, Baltimore, Cincinnati, Cleveland and St. Louis Police Departments. It was also pointed out that our policy of giving preference to first applications has brought us to the point where we are now inviting a number of rather small departments.

RECOMMENDATION:

The Conference unanimously recommended that we accept applications from police agencies to designate a third representative, that these applications be placed on file and consideration be given to the applications for any particular session of the Academy when other applicants from other departments not having two candidates have been considered. In other words, the applicants from the larger departments can be placed at the bottom of the alternate list to be considered when the others have been exhausted.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Chairman

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DATE 4/6/94 BY SP5/bce
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JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

MWA:MTS

July 22, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Tracy, Quinn Tamm, Carson, Coffey, Hince, Rosen, and Acres, considered the request of Mr. T. F. Baughman of the Laboratory for the approval of his request for additional gasoline rations.

Mr. Baughman uses the car for which he has requested such supplemental gasoline ration exclusively for transportation to and from work and for other official purposes, including frequent trips to Quantico for the transportation of explosives and other materials.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mr. Baughman's application concerning the place of employment and number of miles driven to and from the Bureau are accurate.

The Conference recommends approval of Mr. Baughman's request.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin -
Secretary

Mr. Tolson _____
Mr. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

ALPHABETICAL

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DATE 4/16/91 BY 225/bce
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MTA:MTS

July 19, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Mumford, Clegg, Coffey, Carson, Tracy, Quinn Tamm, Hendon, and Acers, considered a request made by Mr. Coffey that a surveying transit, complete with case and tripod, be ordered for the Radio Engineering Section of the Laboratory.

For the information of the Director, this instrument is to be used in connection with radio installations and general antenna lay out work. The cost would be approximately \$260.

The Conference recommends approval of this request.

Respectfully,
For the Conference

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DATE 4/6/91 BY SP5C/162

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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LBN:RC

June 2, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Tracy, Hendon, Acers, Coffey, Ladd, Rosen, Mumford, and Nichols, were advised of the use of the film "The Nazis Strike" by the St. Paul Office in connection with police training schools. In a conversation which Mr. Nichols had with Major Dyke of the War Department it was pointed out that at the present time the War Department has had prepared the following films for the purpose of indoctrination of troops, afterwards to be released for public distribution if OWI so agreed:

1) ~~Prelude to War~~

This picture has been widely used in police conferences and has been shown to employees at the monthly Family Night programs held until this spring.

2) ~~The Nazis Strike~~

3) ~~Divide and Conquer~~

4) ~~Battle of Britain~~

5) ~~Battle of China~~

6) ~~Battle of Russia~~

7) ~~United States Entry in the War~~

8) ~~Series of pictures dealing with our Allies~~

Major Dykes stated that arrangements could be made to provide this with copies to be used in training schools and police conferences. The conference was unanimous in recommending that wherever suitable the films be shown not only to the Special Agents in training but to the clerical employees. These films are supposed to be factual and were designed by the War Department to develop a fighting spirit among the men and impress upon them the need for winning the war. It was the belief of the Conference that the showing of these films would have a life effect and would be well received by our employees. As the films are available, arrangements could be made for groups of clerical employees in this building to see the film in Training School Number 1 for the Identification Division employees to see the film in the Training School room. If this is approved, Mr. Nichols will confer with Major Dyke regarding the mechanics of securing the films. Mr. McGuire for use here at the Seat of Government and by the Field Offices Mr. Mumford in connection with quarterly police conferences.

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

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57 AUG 26 1943

#323813

CC- Mr. Glavin

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. R. Glavin, Secretary

61-2554-2055

WRG:1rd

July 8, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Coffey, Nichols, Acers, Hendon, Tracy, Ladd, Mumford, Rosen, Carson and Glavin considered the desirability of deducting the current tax payments from the salaries of employees of the FBI outside the continental United States.

For the information of the Director, the act, which is the 20% withholding act, provides that it is unnecessary to make such withholding deductions in those instances of a citizen or resident of the United States performing services outside of the United States if the major part of the services are performed outside of the United States during the calendar year. For the purposes of the act and the withholding of the tax, the United States is interpreted to include the District of Columbia, Alaska, and Hawaii. It does not include Puerto Rico. The major part of the services is interpreted to mean over six months.

The Department of Justice is not going to deduct any withholding tax payments from any Department of Justice employee in Puerto Rico. This policy of the Department has been established in accordance with Title 26, Section 251, of the United States Code Annotated, which section points out that the gross income in so far as the Internal Revenue

Service is concerned, pertains only to the gross income earned within the United States and not within the possessions of the United States. It is noted that the withholding tax act specifically included Alaska and Hawaii as being in the United States in so far as the tax is concerned but did not include Puerto Rico. Therefore, the employees assigned to Puerto Rico would not necessarily have to pay any tax provided their income was all derived outside of the continental United States.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

The Conference was of the unanimous opinion that it would be desirable for the Bureau to withhold tax deductions for our S.I.S. employees since these employees are not considered under the aforementioned section of the United States Code Annotated and their salaries are subject to the same tax payments as are employees within the United States. It is not felt that any deduction should be made from the salaries of our employees in Puerto Rico.

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#323013

MEMORANDUM FOR THE DIRECTOR

- 2 -

Should the Director approve the Conference's recommendation in this particular matter, steps will be taken to determine the amount of tax to be withheld and accounts will be set up to withhold these amounts in so far as our S.I.S. employees are concerned.

There is attached hereto a communication addressed to the San Juan, Puerto Rico Office advising that the withholding tax will not be deducted from the salaries of our employees there.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

MWA:lrd

July 19, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Mumford, Clegg, Coffey, Carson, Tracy, Quinn Tamm, Hendon and Acers considered a suggestion submitted by Special Agent Charles Gerald Campbell of the Kansas City Office that each Special Agent record on his membership card of the FBI Recreational Association information concerning his blood type for use in case of an emergency.

Special Agent Campbell stated that there may be an emergency situation where a Special Agent may require an immediate transfusion or be called upon as a donor, where it would not be possible, due to his location, to secure from his personnel file the necessary blood type data without some delay. Agent Campbell felt that if such information were entered on the Agent's membership card of the FBI Recreational Association, which he believes is in constant possession of all Special Agents, such data may at some time render a very useful emergency service and may possibly be the means of saving the life of an employee.

The Executive Conference was unanimously opposed to the adoption of this idea, it being felt that this information could readily be obtained from the Agent's personnel file in the event of an emergency.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

37 JUL 26 1943

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LAH:JD

July 5, 1943

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Coffey, Acers, Carson, Rosen and Hince being present, considered the inquiry received from the Assistant Military Attache of the Chinese Embassy, who wrote that the Chinese Ambassador has received a cable from the Central Police Academy, Chungking, China, stating that they wish to send student officers to the F.B.I. National Police Academy in Washington, D. C. and to the New York Police Academy. The Chinese officials desire information as to whether it is possible for foreign students to attend the school, the course of study offered, the length of each session, and a suitable date for the representatives to attend.

Messrs. E. A. Tamm, Acers, Carson and Rosen were of the opinion that the Assistant Military Attache should be furnished information which he desires, but should be informed that for the next several sessions the Academy is filled. It was their opinion that Chinese representatives are not desired.

Mr. Glavin, Mr. Hince, and Mr. Coffey were of the opinion that the attendance of representatives of the Central Police Academy of China would not be undesirable, that it would broaden the outlook of the Bureau, its instructors, and the members of the Academy; also, that it would afford a good opportunity for publicity. Further, Mr. Hince was of the opinion that the attendance of Chinese representatives would be desirable in improving the position of the National Police Academy because of the attendance of representatives of other countries. Mr. Coffey also expressed the opinion that it would be desirable to have the Chinese representatives in attendance at the Academy because otherwise they would be received at the New York Police Academy.

If the majority opinion of the Conference is approved, a letter to the Chinese Military Attache has been prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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5864 (Mr. Glavin)
1943

LAH:BG

June 26, 1943

THE DIRECTOR

In considering the possibility of holding conferences of groups of Special Agents in Charge at Washington late in 1943, the Executives Conference, those present being Messrs. E. A. Tamm, Coffey, Glavin, Ladd, Nichols, Rosen, Tracy, Hendon, Carson, Q. Tamm and Hince, agreed that, before any definite schedule of conferences was prepared, each division at the Seat of Government should consider the subject matter which it desires to present to the Special Agents in Charge and should submit a list of suggested subjects to be covered. A memorandum to all Assistant Directors has been prepared.

In addition, it was suggested that the opinions of a few Special Agents in Charge be obtained with respect to the subject matter in which they need instruction. The Conference approved sending such letters to Special Agents in Charge Drayton, Pieper, Scheidt, Brantley and Hood. If approved, appropriate communications will be sent.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson cc-Mr. Glavin
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____

Miss Gandy _____
52 AUG 6 1943

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AR/bw

June 14, 1943

THE DIRECTOR

Re: Suggestion by Special Agent Kenneth C. West, Fugitive Supervisor, which will result in a saving of approximately \$25,000 per year to the Bureau.

The Executive Conference, attended by Messrs. E. A. Tamm, Hendon, Tracy, Acers, Carson, Ladd, Mumford, and Rosen, was unanimous in its recommendation that the suggestion be adopted immediately.

Over 70,000 Identification Orders are printed and forwarded to the field and individually addressed by addressograph machines each time an IO is issued.

An apprehension order is prepared and distributed in the same manner as an IO upon the apprehension of the subject. It costs as much to print an AO as it does an IO. Approximately 15 AO's and 19 IO's are presently being held in the Mechanical Section awaiting printing. The Mechanical Section facilities will allow the monthly printing of a total of about 12 IO's or AO's. During the month of May, 8 AO's and 4 IO's were printed. The total cost of printing and distribution of an average of 6 AO's per month for a period of one year would amount to approximately \$29,000.

Mr. Tolson _____ The suggestion submitted by Supervisor West is con-
Mr. E. A. Tamm _____ tained on the attached card. Instead of printing one AO at one
Mr. Clegg _____ time he has prepared a form which is easy to handle and will serve
Mr. Coffey _____ both the Police Departments and the Bureau in maintaining a proper
Mr. Glavin _____ notice of the apprehension of the subject. It is noted that there
Mr. Ladd _____ will be printed at one time six notifications of apprehension in-
Mr. Nichols _____ stead of the one previously printed. Under the suggested plan
Mr. Rosen _____ it will cost approximately \$5,000 to print and distribute AO's
Mr. Tracy _____ over a period of a year.

Mr. Carson _____
Mr. Harbo _____ The Conference recommends that the procedure be established
Mr. Hendon _____ immediately; that a letter of commendation be sent to Supervisor West;
Mr. McGuire _____ and that he be given an increase in salary.

Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____
750
34 JUL 29 1943

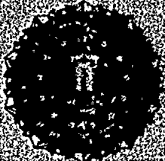
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DATE 4/15/91 BY SP5/BJC

W. R. Glavin
Secretary

Respectfully,
For the Conference

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| Clyde Tolson Chairman |

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SJT:fra

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

June 18, 1943

MEMORANDUM FOR MR. TOLSON

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Kramer
Mr. McGuire
Mr. Harbo
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

On June 16, 1943 Mr. John W. Shumaker, Superintendent of Police, Pennsylvania Railroad, 669 Union Station, Chicago, Illinois called personally at the Identification Division with reference to the matter of handling fingerprints of applicants for positions.

Mr. Shumaker stated that they averaged approximately 100 fingerprint cards per day and that due to the fact the Bureau handles applicant fingerprint cards after handling criminal cards and others they frequently receive a criminal record several months after an employee has entered on duty. He pointed out that he appreciates the tremendous amount of work facing the Bureau at this time and he would not request special consideration except for one factor, that being the Pennsylvania Railroad has an agreement with the CIO Union that if no objection is made within sixty days it will thereafter not be possible for the railroad company to discharge an employee because of a criminal record.

I told Mr. Shumaker the Director appreciates his problem and that every effort would be made to accommodate him and that he would be advised of the Director's decision within the next several days.

Mr. Shumaker was formerly stationed for many years at Pittsburgh and had never been in the city of Washington before. I took him on a tour of the Identification Division and arranged with Mr. McGuire to have him taken on a tour of the Department of Justice Building. He seemed very pleased over the courtesies shown him and departed for Philadelphia later in the evening.

Respectfully,

S. J. Tracy



ADDENDUM: 6/21/43 The Conference concurred in the recommendation by the writer that the fingerprints sent in by Mr. Shumaker be handled special and Mr. Shumaker be advised to submit such fingerprints by cover letter. The Chicago office has been telephonically advised to inform Mr. Shumaker personally. ST

LAM:BG

June 16, 1943

THE DIRECTOR

The Executives' Conference, those present being Messrs. J. A. Tamm, Rosen, Glavin, Quinn Tamm, Tracy, Hendon, Ladd and Hince, considered the suggestion of Special Agent in Charge L. K. Brown that he be permitted to maintain the Road Work Box in four divisions so that each supervisor in his office might have available the duplicate assignment cards for unassigned cases which are allocated to him for supervision.

It was brought to the attention of the Conference that, with the increase in the number of agents and the necessary subdivision of supervisory work, many of the field offices have found it more practical to subdivide the Road Work Box so that the unassigned cases, in geographical arrangement, might be available to the supervisors and so that they might make assignments with the aid of the duplicate assignment cards. The Conference was informed that the San Francisco office, the Washington Field office, the New York office and other offices have been found to have so subdivided the cards and that it has worked out satisfactorily from a practical standpoint. The advantage of subdividing the duplicate assignment cards is that it permits each supervisor to make assignments on the basis of the geographical location of the work and tends to an economy in travel. It also permits the supervisor to make assignments based upon his knowledge of the location of investigative personnel and their qualifications.

The objection to subdividing the duplicate assignment cards and distributing them to the supervisors is that there is not available in the field office one central file indicating the geographical location of pending

Mr. Tolson. If not properly handled, the proposed modification of our regulations Mr. E. A. Tamm would cause inefficiency, unnecessary travel and uncoordinated routing of Mr. Clegg Special Agents.

Mr. Coffey It was called to the attention of the Conference that the San Francisco office has effected a coordination by designating the Assistant Mr. Glavin Special Agent in Charge as a coordinator of road work. He consults with all Mr. Ladd Resident Agents and maintains a personal knowledge of their assignments as Mr. Nichols well as a weekly tabulation of their assignments. Each supervisor consults Mr. Rosen with the Assistant Special Agent in Charge before making assignments to agents Mr. Tracy outside the headquarters city. Mr. Carson

Mr. Hendon At New York, a slightly different system has been used, involving Mr. McGuire the designation of a Road Work Supervisor who coordinates road work Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

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HEREIN IS UNCLASSIFIED

DATE 4/15/91 BY SP5CJ/bce

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in addition to his other duties. Supervisors of the various classifications of cases refer to the Local Work Supervisor all cases requiring action outside the headquarters city. The Local Work Supervisor is then able to make logical assignments to agents working outside the headquarters city. He follows the cases administratively but routes reports to the supervisor of the substantive violation for case supervision.

The Conference was unanimously in favor of meeting the need of the field by approving the breakdown of the Local Work Box. It was felt that inasmuch as the need is evident, the Bureau's regulations should permit the use of a method which will facilitate the assignment of cases.

If approved, an appropriate manual change will be made as follows:

"Special Agents in Charge are authorized to subdivide the Local Work Box so that the duplicate assignment cases relating to unassigned cases may be retained on the desk of each supervisor. The Local Work Box on the desk of an individual supervisor may contain only the duplicate assignment cases for those cases which he supervises. Special Agents in Charge accepting the practice of subdividing the Local Work Box will be held responsible for coordinating the road work assignments to avoid duplication of effort, unnecessary travel and improper routing of Special Agents."

Also, if approved, a letter to Special Agent in Charge Brown has been prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson,
Chairman

E. L. Glavin,
Secretary

cc-Mr. Glavin

FBI File Number 66-HQ-2554, Section 22

00406

EFG:AF

January 13, 1944

THE DIRECTOR

Executive

The Conference consisting of Messrs. Tolson, Mumford, Hince, Coffey, Hendon, Clegg, Acers, Carson, E. A. Tamm, Q. Tamm, and Tracy, today considered the suggestion of Radio Operator William H. Friedrich of the Portland Office. He proposes that following the completion of the Bureau's correspondence course on the fundamentals of radio, radio operators then be permitted to attend a practical radio laboratory course to be inaugurated by the Bureau for two or three weeks' training, utilizing the practical equipment and designed to top off the correspondence course.

Mr. Coffey pointed out that the Laboratory is not favorable to this recommendation at the present time for the reason that (1) there are not enough of our operators who have completed or nearly completed the Bureau's correspondence course, and (2) the Bureau gives a highly specialized, concentrated short course technical training in technical operations which is designed, however, to equip the employee specifically to handle the Bureau's particular transmitters. Mr. Coffey felt that when enough men have been trained in this latter type course and the Bureau has all of its transmitters well manned, at some later date consideration might be again given to the proposal of the employee.

The Conference has unanimously opposed to setting up such a school at this time. If you concur, a letter to the employee is attached.

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Coffey _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Hince _____
- Mr. Mumford _____
- Mr. Piper _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED & INDEXED

66-2554-2382
JAN 22 1944

47 JAN 22 1944

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January 11, 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/18/91 BY SP5C/62

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66-2554-2343

THE DIRECTOR

The Executives' Conference, those present being Messrs. Tolson, E. A. Tamm, Clegg, Coffey, Nichols, Rosen, Tracy, Adams, Carson, Hendon, Quinn Tamm, Mumford and Hince, considered the suggestion of Supervisor J. A. Carlson that instructions be issued to the field requiring Special Agents to advise the Bureau by letter whenever they testify or are present in Federal court at a time that rulings are made concerning the admissibility of evidence. Supervisor Carlson made the following recommendations:

1. That Agents furnish information concerning any ruling by a court holding evidence offered by a Special Agent to be inadmissible.

RECOMMENDATION: The Executives' Conference recommended favorably, feeling the Bureau should have this information for future guidance and for information as to court cases. Such information would ordinarily not appear in investigative reports.

That Agents furnish information regarding any instance in which the admissibility of certain evidence offered by an Agent was questioned, either by the Defense Attorney or the presiding judge.

Agents furnish information regarding the admissibility of any evidence during the trial of a case while an Agent of the FBI was present in which would be of interest or future value in cases of a similar nature.

Agents furnish information regarding any details of a trial or incidence within a courtroom which would be of interest to the Bureau or of benefit in the investigation of cases.

OPINION: With respect to Suggestions 2, 3 and 4 above, the Conference unfavorably on the grounds that in almost every case certain evidence is objected to by the defense. Many of these questions and objections are handled by the Conference also felt that the instructions to the field would be too much additional work would be imposed on the field.

ACTION TO BE TAKEN: If approved, the attached Bulletin should be sent.

RECORDED & INDEXED

Respectfully,
FOR THE COMMISSIONER

27 JAN 1944

Clyde Tolson
Chairman

7 JAN 21 1944

WRS:val

January 18, 1944

000404

THE DIRECTOR

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~~HEREIN IS UNCLASSIFIED~~
DATE 5/11/91 BY SP5 CJK/K
#323613

The Executive Conference consisting of Messrs. Tolson, Tamm, Ladd, Rosen, Mumford, Hines, Clegg, Coffey, Hince, Tracy, Carson, Quinn Tamm, Agers and Glavin considered the policy of accepting resignations of employees who are on the 60 hour work week when they have been employed on the 60 hour week for only a short period of time.

It was pointed out to the Conference that employees working the 60 hour week may only work two or three days and then submit their resignations, and it was not felt that they should be given the benefit of the 60 hour week in so far as accrued leave is concerned. For instance, if the employee works three days on the 60 hour week, submits his resignation, and has ten days accrued leave, that the employee be paid for the 60 hour work week on the actual days worked; but in so far as the leave pay is concerned that the leave pay be approved on the 48 hour work week.

The Conference, therefore, recommended, that unless an employee works at least one full pay period of 15 days on the 60 hour work week, if a resignation is submitted by the employee, the employee be paid on the basis of 60 hours for the actual time worked and not paid on the 60 hour basis for leave accrued.

The Conference feels this is a workable and reasonable plan. Should the Director approve the Conference recommendation, appropriate action will be taken by the Chief Clerk's Office in the future in handling resignations of this type.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson, Chairman

RECORDED

INDEXED

W. R. Glavin, Secretary

CC - Mr. Tolson
Mr. Clegg

9 JAN 22 1944

166-2554-2344
F B I
JAN 22 1944

000403

lah:hd

January 18, 1944

THE DIRECTOR:

The Executives' Conference, Messrs. Tolson, Glavin, Nichols, Carson, Acers, Ladd, Rosen, Tracy, Q. Tamm and Hince being in attendance considered the following matter.

During a discussion of general overtime policies, the Executives' Conference was informed that the present In-Service curriculum requires an instructor of the Training Division to be on duty at Quantico from 9:00 A. M. to 9:00 P. M. on Saturday and Sunday. The Conference has been informed that there had been no complaint of any kind but that this situation did exist and that it might be considered unwise for the Bureau to have written instructions to this effect as they appear on the weekly schedule in existence in view of overtime legislation. The Conference also noted that this compulsory duty from 9:00 A. M. to 9:00 P. M. on Sunday was not in line with other Bureau assignments.

This duty is handled by two instructors who alternate and therefore each is required at the present time to work 7 full days per week every second week.

The Conference was unanimously in favor of establishing a policy of permitting the instructors to have one day off in each 7 days. Accordingly an instructor who works from 9:00 A. M. to 9:00 P. M. on Sunday will be permitted to have one day off during the week. This would be in line with the present policy with respect to Firearms instructors who must work Sunday and who are allowed one day off during the week.

RECOMMENDATION: The Executives' Conference recommended that Bureau instructors who are required to work from 9:00 A. M. to 9:00 P. M. on Sunday should be allowed one day off during the week.

Respectfully,
FOR THE CONFERENCE

166-2554-2345
F B I

79 33 JAN 22 1944

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

CC. Mr. Tolson
Mr. Clegg

JAN 22 1944

000402

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January 15, 1944

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+323,013

THE DIRECTOR

The Executive Conference, attended by Messrs. Tolson, E. A. Tamm, Tracy, Quinn Tamm, Carson, Avers, Hendon, Hince, Mumford, Nichols, Clegg, and Rosen, considered the suggestion of U. S. Attorney George Earl Hoffman of Pensacola, Florida, who thought that a great deal of time could be saved if Bureau Agents could first confer with the U. S. Attorney personally and ascertain his "theory of prosecution."

The matter was thoroughly reviewed. The conference recognized that in practically all National Bank Act cases we are in possession of comprehensive reports submitted by bank examiners, and when these are forwarded to the field offices they are always instructed to contact the U. S. Attorney and discuss the case with him prior to actually instituting the investigation. This is being done in most of our cases.

Section 240 of the Manual of Instructions specifically states "that the Agent should confer with the U. S. Attorney having jurisdiction, review the file on the case, obtain complaint of alleged irregularities and such suggestions as the U. S. Attorney may desire to offer."

Recommendation:

The conference recognized that the U. S. Attorney who had been entirely cooperative was discussing a matter which had been brought to his attention because of his contact with the Agents in Florida, and that the Bureau's method of conducting business had always been satisfactory. The U. S. Attorney believed that the practice instituted by him in his office may be helpful if instituted in other sections of the country. It was not realized by him that identical practices existed in every other section of the country where the U. S. Attorney was cooperative.

The conference unanimously recommended that a letter be written to the U. S. Attorney expressing appreciation for his suggestion. This letter is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Glavin
Secretary

34 JAN 22 1944

Tolson
E. A. Tamm
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

INDEXED

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JAN 25 1944

100401

LBN:mgg

January 19, 1944

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DATE 5/14/91 BY SP5 CJK/KEA
#323613

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Mumford, Coffey, Carson, Acers, Hendon, Tracy, Hince, Rosen, Ladd and Nichols, considered the present format of the Investigator, it being pointed out that there has been some complaint about the new form of the Investigator.

Following the receipt of this complaint, considerable thought and consideration have been given to the format. In addition, general inquiries have been made in the Service School, and it appears that the opinions are rather evenly divided. The chief complaint to the present form of the Investigator is that it does not carry enough news on the movement of Agents, and we had endeavored to get away from putting the news down by field office. It was pointed out that in the future the news of field offices will be presented under field office headings. The Conference was unanimously in favor of this.

With reference to the publishing of more detailed information on the movements of Agents and transfers, Messrs. Quinn Tamm, Mumford, Coffey, Carson, Acers, Hendon, Tracy, Hince, Rosen, and Ladd were of the opinion we should publish such information on movements as it is submitted by the field. Messrs. E. A. Tamm and Nichols were opposed to publishing movement information.

It was unanimously agreed by the Conference that we would not return to our old form, but we would endeavor to give a personal touch to the Investigator by setting forth more anecdote material in a method used in preparing "FBI This Week."

There is attached hereto a detailed memorandum prepared by Starke reviewing the pro's and con's of the Investigator I thought might be interested in reading. If approved, the foregoing actions will be carried out.

Respectfully
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

22 JAN 23 1944
Attachment

Glavin, Tolson

RECORDED
INDEXED
166-2554-2
JAN 22 1944

00335

LBN:mjg

January 19, 1944

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HEREIN IS UNCLASSIFIED

DATE 3/14/91 BY SP5CJ/bce
#323613

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Mumford, Coffey, Carson, Acers, Hendon, Tracy, Hince, Rosen, Ladd and Nichols, considered the decline in the number of contributors to the Uniform Crime Reporting project in 1943 over 1942. The following facts were pointed out to the Conference:

The number of contributing law enforcement agencies during calendar years of 1938 - 1943 are as follows:

| <u>YEAR</u> | <u>NUMBER OF CONTRIBUTORS</u> |
|-------------|-------------------------------|
| 1938 | 4,263 |
| 1939 | 4,367 |
| 1940 | 4,369 |
| 1941 | 4,398 |
| 1942 | 4,963 |
| 1943 | 4,590 |

It will thus be seen that in 1943 there were 73 less contributors than in 1942. This difference is due primarily to non-contributing cities under 10,000 inhabitants.

Numerous efforts have been made to increase the number of contributors during the year by correspondence. Until the war it was the practice to have an Agent contact various departments which did not contribute uniform crime reports. However, this was discontinued with the outbreak of war and letters were directed to the departments.

Nichols made the suggestion that this year instructions be issued to the various field offices to have an Agent contact the non-contributing departments when he is at the police department headquarters on other business. In other words, contact would be made and specific instructions would be issued that additional travel should not be made solely for the purpose of contact.

RECORDED & INDEXED

105-166-2554-2

All members of the Executive Conference were in favor of adopting this procedure with the exception of Mr. [redacted]

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

JAN 24 1944

00-400

Memorandum for the Director

Page Two

who felt that the matter could be handled by talks at the Quarterly Conferences of law enforcement officials and by letter. In the event the majority view is approved, the appropriate instructions will be issued.

Respectfully
For the Conference,

Clyde Tolson, Chairman

V. E. Glavin, Secretary

cc - Tolson
Glavin

*I agree. If
Chairman
should also
ask quarterly
conferences.
H.*

000397

December 18, 1943

COPY:DW

MEMORANDUM FOR THE DIRECTOR

By way of explanation it is pointed out that the name of a fugitive who might be wanted by the Bureau in a white slave traffic case might be received in the Bureau in the body of an internal security report or on some form received by the Army in connection with that individual's application for a position in a defense factory. While index cards are made on these names, the incoming material under ordinary circumstances would not come to the attention of the fugitive supervisor or be tied up to the particular fugitive case. Thus it has been felt that in our files we have a great deal of information which might lead to the location of pending fugitives.

As a result on an experimental basis, stop cards carrying the names and aliases of the Bureau's 835 fugitives were placed in our indices. From October 27, 1943 through December 3, 1943, files on 151 of these fugitives have been reviewed by the defense reviewers of the Records Section as a result of the references located upon the filing of these stop cards. It has been found that a total of 2,096 files were reviewed on the principal names and 3,884 files on the aliases of these 151 fugitives. As a result a total of 119 identifications were made and of these 97 identifications were made with information of possible value to the fugitive supervisor upon which were based 26 leads for the attention of our field offices. Although not all of these leads have yet been covered as a result of the work thus far done, in one instance it was determined that a subject being sought by the Birmingham Office was already in custody at Detroit, Michigan and in a second instance a fugitive in an impersonation case was immediately apprehended by the New York City Office upon the basis of a wire prepared by the fugitive supervisor upon information furnished by the defense reviewers.

Based upon the work completed as shown above, it is estimated that in completing the 835 fugitives a total of 142 additional leads would be obtained. Upon past performance it is estimated that this would require ten employees a total of 30 days.

We have at all times approximately 835 outstanding fugitives. There is a turnover monthly of about 200 fugitives. In other words 200 new fugitives are added while 200 are removed from the fugitive status each 30 days. To handle these 200 fugitives per month would require the reviewing of approximately 8,000 files. Experience has shown it would take a minimum of three employees full time to thus keep up to date on such fugitives.

RECORDED

66-2554-3349

The above does not take into consideration Selective Service fugitives of which we have pending at all times approximately 194,000. However, there is a very rapid turnover in the Selective Service fugitives and but approximately 1,200 of these have been fugitives for over one year and a large number of the 1,200 are technically fugitives but their whereabouts or absence from the country are known.

61 JAN 27 1944
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DATE 5/14/94 BY SP5C/KK

#323013

00398

The Executive Conference consisting of Messrs. Tamm, Glavin, Quinn Tamm, Carson, Clegg, Tracy, Acers, Hendon, McGuire, Mumford, Ladd, Coffey, Rosen and Hince fully discussed and considered this entire project. It was recognized that to get up to date on handling the outstanding fugitives and to take care of the current additions of fugitives sought on violations other than Selective Service would require the services of a large number of Records Division employees. It was felt, however, that the Bureau should have the advantage in its fugitive cases of the information being developed by the reviews thus being made of material in our files and it was believed that the two fugitives whose whereabouts were definitely located, plus the 26 leads thus far sent to the field, were worth the expenditure involved on the project thus far and definitely indicate that the continuance of this project is worth while.

The Conference, therefore, unanimously recommends that this project be continued with the assignment of sufficient personnel to bring up to date and to keep current the regular Bureau fugitives. As to Selective Service fugitives, it was recommended that this work be done only on the request of the Selective Service supervisors who would have stops placed on only those fugitives who had been in such a status for a long period of time or whose apprehension was particularly desired because of the nature or importance of the case. It was felt that this limitation on the Selective Service fugitives was reasonable in view of the quick turnover of this type of fugitives and the technical nature of many, plus the fact that while carried in a fugitive status many of these individuals are definitely known to be out of the country. Therefore, it was the feeling of the Conference that the project should be applied to Selective Service fugitives only where it was known definitely that results might be obtained.

If the Conference recommendation is approved it is estimated that a total of ten employees will be required for thirty days in the Files Section to complete the work on the presently outstanding fugitives and five such employees to handle the Selective Service fugitives now requiring attention. It would in addition require approximately five employees fulltime to keep up to date on both the general investigative and the Selective Service fugitives.

Respectfully,
For the Conference

CC - Mr. Clegg

Clyde Tolson
Chairman

W. R. Glavin
Secretary

100396

cc - Mr. D. M. Ladd
Mr. E. A. Tamm
Mr. W. R. Glavin
Mr. C. A. Tolson

CHC:mh

January 18, 1944

MEMORANDUM FOR
THE DIRECTORALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/14/91 BY SP5CJ/64
#323,613

The Executive Conference, Messrs. Tolson, E. A. Tamm, Nichols, Glavin, Rosen, Tracy, Quinn Tamm, Hendon, Adams, Ladd and Carson being present, considered a recommendation by Mr. Carson that the attached memorandum to all Legal Attaches be approved, advising all Legal Attaches that the Bureau is discontinuing recording voluntary overtime in accordance with a ruling by the Administrative Assistant to the Attorney General. Mr. E. A. Tamm objected to this memorandum to all Legal Attaches voicing an opinion that the Bureau should continue to record overtime with regard to SIS employees who are off of the regular pay roll in foreign countries and stated that in his opinion the Bureau should continue to receive this evidence as to just how much overtime these people are performing. It was pointed out to the conference that SIS employees are presently under instructions to record overtime, furnishing this information to the Bureau monthly and that if we do not send out such a bulletin as is attached instructing the employees to discontinue the recording of the overtime, they will automatically continue to record same as at present.

RECOMMENDATION OF THE CONFERENCE

Messrs. Tolson, Ladd, Nichols, Adams, Hendon, Quinn Tamm, Rosen and Carson are of the opinion that the Bureau should administer the overtime rule uniformly and should not require SIS employees to record voluntary overtime inasmuch as other Bureau employees are not being so required.

Mr. Tolson _____ Messrs. E. A. Tamm, Glavin, Tracy and Coffey are of the opinion that
Mr. E. A. Tamm _____ we should not change our instructions but should continue to have the SIS
Mr. Clegg _____ employees record their voluntary overtime, advising the Bureau with regard
Mr. Rosen _____ thereto.
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____ Attachment

Respectfully,
For the Conference,Clyde Tolson, CHIEF OF BUREAU
ChairmanW. R. Glavin,
Secretary

37 JAN 25 1944

RETURN TO DIRECTOR'S OFFICE

000395

LAH:PJ

January 3, 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/19/91 BY SP5C/164
#323013

THE DIRECTOR

The Executives' Conference considered the letter from the San Francisco Office concerning the responsibility of Bureau Agents to take prisoners before the U. S. Commissioner immediately following an arrest. The San Francisco Office stated one of the Assistant United States Attorneys raised the point that it is the Agent's responsibility to afford the prisoner a preliminary hearing before confinement if the arrest occurs during a reasonable hour of the day. He interprets this as the duty of the arresting officer and not the responsibility of the United States Marshal. It has been the practice of the San Francisco Office to incarcerate prisoners and to immediately notify the United States Marshal of the time and place of incarceration. This placed upon the Marshal responsibility for transportation. The United States Attorney has considered the transportation to be the duty of the arresting officer.

ACTION OF THE EXECUTIVES' CONFERENCE: It was the opinion of the Executives' Conference that the Bureau should continue its previous policy which has involved the placing of a prisoner in a place of temporary detention such as a city jail or county jail and to notify the United States Marshal so that he might transport the prisoner to the Office of the Commissioner. This practice has been followed in a large number of cases although in some instances the Agents have found it desirable to immediately take the prisoner before the United States Commissioner. The Conference felt it was better to have a rule which would permit the Agent to place a prisoner in a temporary place of detention with the Agent having the privilege of taking the prisoner before the Commissioner. In certain communities where the Commissioners are not available and there is considerable transportation involved and in such cases where they are routine in nature it is more convenient to have the prisoner transported by the Marshal.

RECOMMENDATION: The Conference unanimously recommended that a memorandum be written to Mr. McGranery pointing out the Bureau's present practice and policy and asking for his opinion.

ACTION TO BE TAKEN: If approved the attached memorandum should be forwarded to Mr. McGranery, and the letter to the San Francisco Office forwarded.

Tolson _____
E. A. Tamm _____
Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Acers _____
 Carson _____
 Harbo _____
 Hendon _____
 Mumford _____
 Starke _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

Those present at the Conference were Messrs. E. A. Tamm, Clegg, Coffey, Acers, Mumford, Rosen, Tracy and Hines.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

U. R. Glavin
Secretary

ORIGINAL COPY FILED IN 66-2554-2351

000394

HMC:FB

January 11, 1944

~~1/11/44~~ ~~5:15 p.m.~~ ~~1/11/44~~
823013

THE DIRECTOR

RE: EXECUTIVES' CONFERENCE

The Executives' Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Quinn Tamm, Rosen, Tracy, Carson, Mumford, Acers, Coffey, Hendon, Hince, and Olegg, considered the extending of invitations to principal speakers to address the graduating exercises of the FBI National Police Academy on April, 1944.

Recommendations were made that the Bureau invite the following in such a manner as to obtain two principal visiting speakers to be considered in the following order:

1. Mr. Eric A. Johnston - President of the U. S. Chamber of Commerce
2. Mr. E. R. Stettinius, Jr. - State Department
3. Admiral Ernest J. King
4. General Henry H. Arnold - In charge of the Army Air Corps
5. Mr. Walter Gifford - President of the American Telegraph and Telephone Company
6. General Alexander A. Vandergrift - Recently designated Commandant of the Marines

It was recommended that Mr. Johnston and Mr. Gifford not appear on the same program as the interests they represent are too similar; but, otherwise, the invitations would be extended to the first two, and in case declinations are received, the other names would be used as a basis for invitations in the order named until there are two visiting speakers who have accepted.

In the event it is necessary because of declinations to go above the list, further invitations would be extended to the following until the desired number has accepted:

1. Dr. Peter Marshall - New York Avenue Presbyterian Church
2. Mr. Edward V. Rickenbacker - President and General Manager of the Eastern Airlines
3. Congressman Clarence Cannon - Elsberry, Missouri
4. Senator Harold H. Burton - Cleveland, Ohio
5. Mr. Charles F. Kettering - National Inventors Council, General Motors Corporation

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Quinn Tamm
Nease
Gandy

RECORDED

66-2554-2352

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

FEB 5 1944

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000392

cc Mr. Tolson
Mr. Tamm
Mr. Ladd
Mr. Glavin
Mr. Carson

CHC:LN

January 11, 1944

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HEREIN IS UNCLASSIFIED
DATE 5/14/91 BY SP5/bca
3230 13

MEMORANDUM FOR THE DIRECTOR

Re: "INVESTIGATOR" --
SIS REPRESENTATIVES

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Rosen, Glavin, Tracy, Hendon, Hince, Q. Tamm, Mumford, and Carson, considered a suggestion received from the Bureau's Legal Attache at Montevideo, Uruguay to the effect that the Bureau should, for morale purposes, distribute copies of "The Investigator" to those Bureau agents assigned as Legal Attaches or Assistant Legal Attaches in Latin America. The suggestion contemplated that the agents assigned in the embassies as Legal Attaches or Assistant Legal Attaches could, upon certain occasions, discreetly display the Investigator to the undercover men.

Mr. Carson pointed out that Special Agent Jerome Doyle was asked for a recommendation with regard to this matter in view of his recent survey of SIS. The Conference was advised that Mr. Doyle has stated he is of the opinion that adoption of this suggestion as to all of these countries would be extremely dangerous and most inadvisable in view of the fact that this magazine would be treated as personal property and might be lost or misplaced or left lying about offices assigned to Bureau employees where it would come to the attention of unauthorized persons. The Conference was advised that Mr. Doyle pointed out that in some of the countries, namely, Chile, Ecuador, Haiti, and Uruguay, it would be, in his opinion, at the present time reasonably safe to adopt this procedure with regard to the agents in the open. Mr. Doyle recommended against sending the Investigator to any of the agents in any of the countries other than those named above.

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Mr. Carson.....
Mr. E. J. Connelley.....
Mr. Hendon.....
Mr. Mumford.....
Mr. Q. Tamm.....
Mr. Nease.....
Mr. Gurnea.....

Mr. Carson pointed out to the Conference that, in his opinion, the suggestion would be dangerous for all countries and that any rule adopted should be uniform.

It was pointed out to the Conference that Mrs. Elizabeth Tyler of Brookline, Massachusetts has suggested to SAC Soucy of the Boston Office that the wives of special agents on SIS assignment should receive the Investigator while their husbands are out of the country on SIS. Mrs. Tyler's husband is a special agent presently assigned on SIS. It was recommended to the Conference that this procedure be adopted with regard to married agents who are on SIS provided the agent involved in each instance indicates to the Bureau that he desires that his wife receive the Investigator while he is

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| FEDERAL BUREAU OF INVESTIGATION |
| APR 29 1944 |
| U. S. DEPARTMENT OF JUSTICE |

EX-13

RETURN DIRECTLY TO SIS DIVISION

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000393

Memorandum for the Director

absent on assignment.

CONFERENCE RECOMMENDATIONS:

The Conference unanimously recommends that:

1. No Investigators be sent to any Bureau personnel assigned in foreign countries;
2. The Investigator be called by the Bureau to the wives of special agents or other personnel engaged on SIS, provided the employee involved in each instance states he desires the Investigator sent to his wife while he is out of the country.

If you approve, the above procedure will be followed.

Respectfully,
For the Conference,

Glyde Tolson,
Chairman

W. R. Glavin,
Secretary

100390

LAN:JD

January 14, 1944

THE DIRECTOR

The ^(a) Executives' Conference, those present being Messrs. Tolson, E. A. Tamm, Clegg, Coffey, Nichols, Rosen, Tracy, Acers, Carson, Hendon, Quinn Tamm, Mumford and Hince, considered the police training situation in Connecticut. The State Board of Education has offered funds to the Connecticut Chiefs of Police Association to finance police schools. The State Board of Education has been in touch with Ed Hickey who is now both Commissioner of the State Police and President of the State Chiefs of Police Association. On the surface it appears that Hickey has been requested to make available the Connecticut State Police training school facilities at the Bethany Barracks as a central facility for the training of police officers in Connecticut. SAC Roger Gleason believes that actually Hickey has inspired the approach which was made to him. Gleason reports that Hickey has agreed to make his State Police training school facilities available full-time to the police of Connecticut and that officers could live there, be trained there, and the total cost to any Chief of Police in Connecticut would be two dollars per day for food for each officer attending. It has been suggested that one officer from each department in Connecticut could attend, the total cost to any one department being twenty-eight dollars for two weeks' food cost. The instructors would be State Police instructors, outside instructors, and it has been suggested that the FBI might be called upon to assist.

RECOMMENDATIONS:

1. The Conference considered the question of whether this was a desirable activity and considered that it was not.
2. The Conference considered whether the FBI should take any steps to block this development and recommended that the FBI should not.
3. The Conference considered whether the FBI might assign instructors to assist in the State Police program, if adopted. ^{RECORDED} The Conference recommends that the Bureau not assign any instructors.

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It was pointed out at the Conference that a special meeting of the Connecticut State Chiefs of Police Association will be held ^{RECORDED} ~~January 27, 1944~~ ^{January 27, 1944} It has been called by Commissioner Hickey. From confidential sources we have learned that Mike Morrissey will be there and that representatives of the State Board of Education will attend. It was the view of the Conference that considering recent developments in Connecticut, it

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MEMORANDUM FOR THE DIRECTOR

would be unwise for the Bureau to be put in the position of being subject to criticism for attempting to block any police training in Connecticut. We have advocated police training consistently and have always said that there is much need for such training. Any objection to it by official agencies of the government, particularly law enforcement agencies, would appear to be unsound from the outsider's point of view.

4. The Conference recommended that the FBI assist in every way possible by furnishing instructors to police training schools conducted by local police departments in Connecticut so as to strengthen our position in the police training field in that state.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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LBN:mgg

January 19, 1944

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THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Mumford, Coffey, Carson, Acers, Hendon, Tracy, Hince, Rosen, Ladd and Nichols considered the matter of the security of our radio receiving and transmitting sites at Clinton, Waldorf, San Diego and Portland.

By way of background, a qualified Agent trained in plant protection survey was designated to survey each of our radio installations and make minimum and maximum recommendations. In practically all instances, the minimum recommendations have already been placed into effect. The following items were specifically considered in the Conference:

The recommendation was made that a wire fence be placed around the sites at Clinton and Waldorf. The Conference unanimously recommended against fencing in the station as it was believed that the fence would provide protection primarily against only those bent on mission, and it was not believed that the fence would be very effective in a deliberate attempt at sabotage. Furthermore, it is difficult to get fencing at the present time, which would require an appeal to WPB. The fence would be quite expensive. For example, to serve Clinton would cost between \$1,100 and \$1,500. It would cost the same amount to fence in Waldorf. Furthermore, it is possible that it will be necessary to move the Clinton station due to interference from a near-by Army Air Field in the near future.

The recommendation was also made that "No Trespassing" signs be placed around the station. It was the unanimous belief of the Conference that the placing of "No Trespassing" signs would merely direct attention to the station and would not be justified.

It was recommended that an emergency food supply be kept on hand at Waldorf and Clinton. ALL members of the Conference except Mr. Coffey recommended against this by pointing out that there was a near-by farm house and

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Memorandum for the Director

Page Two

furthermore, the station is within a short distance of Washington. Mr. Coffey felt that maybe due to a flood or other catastrophe the employees might be out of food for an undue length of time.

At San Diego it was discovered that a .12 gauge shotgun is maintained at both the transmitting and the receiving stations. The Conference was of the unanimous opinion that the position which we have followed of prohibiting firearms at radio stations should be continued.

It was recommended in connection with the Portland station that a dog be secured and maintained outside of the station building. Messrs. Quinn Tamm, Coffey, Acers and Ladd recommended the adoption of this procedure, whereas the other members of the Conference were opposed to the securing of a dog on the basis that the Bureau would assume the responsibility for the actions of the dog.

A further recommendation was made in connection with the Portland station that the two neighbors nearby the station be contacted and be instructed to report to the Portland office anything which might come to their attention in connection with the radio station. The Conference was unanimously opposed to this.

The remaining recommendations, as I have indicated, are routine and in most instances have already been put into effect.

If approved, the appropriate instructions will be issued.

Respectfully
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Glavin
Tolson

00387

BUREAU OF INVESTIGATION

UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, DC

January 13, 1944

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Mumford Hince, Coffey, Hendon, Clegg, Acers, Carson, E.A. Tamm, Q. Tamm, and Tracy, today considered the suggestion of Radio Operator William H. Friedrich of the Portland Office. He proposes that following the completion of the Bureau's correspondence course on the fundamentals of radio, radio operators then be permitted to attend a practical radio laboratory course to be inaugurated by the Bureau for two or three weeks' training, utilizing the practical equipment and designed to top off the correspondence course.

Mr. Coffey pointed out that the Laboratory is not favorable to this recommendation at the present time for the reason that (1) there are not enough of our operators who have completed or nearly completed the Bureau's correspondence course, and (2) the Bureau gives a highly specialized, concentrated short course technical training in technical operations which is designed, however, to equip the employee specifically to handle the Bureau's particular transmitters. Mr. Coffey felt that when enough men have been trained in this latter type course and the Bureau has all of its transmitters well manned, at some later date consideration might be again given to the proposal of the employee.

The Conference was unanimously opposed to setting up such a school at this time. If you concur, a letter to the employee is attache.

Respectfully,
For the Conference

Dir. Nota. "OK" H.

Clyde Tolson, Chairman

cc-Mr. Tolson
Mr. Clegg

Attachment

RECORDED W. R. Glavin, Secretary

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January 3, 1944

THE DIRECTOR

The Executives' Conference considered the desirability of using a form for reporting the results of the inspection of automobiles whereby an Agent could check the various enumerated items and ascertain the condition of the automobile inspected.

ACTION OF THE EXECUTIVES' CONFERENCE: The Conference unanimously recommended against the use of any form for reporting the results of an inspection of automobiles. All field offices have previously been supplied with a four-page list containing forty-five suggestions to serve as a guide in the inspection of automobiles. The purpose of these suggestions is to assist the Agent making the inspection by assuring that certain important parts and functions of an automobile are satisfactory. After the inspection by an Agent he should write a memorandum setting forth any delinquencies in the automobile inspected.

The Conference believed it inadvisable to use a form in reporting the results of the inspection because if the form was complete enough to include every possible item to be considered in the proper functioning of an automobile, the form would be so long and involved it would not be practical. A bulletin should be sent to the field advising all Agents that no form is to be used in reporting the results of an inspection but that a memorandum should be written upon conclusion of the inspection if delinquencies are found which require correction.

Those present at the Executives' Conference were Messrs. D. A. Tamm, McGuire, Carson, Coffey, Acers, Mumford, Rosen, Tracy, and Rince.

If approved by the Director, the attached bulletin should be sent to the field, the attached letter forwarded to Special Agent Charles Van Derveer, and the attached memorandum sent to Inspectors.

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FEDERAL BUREAU OF INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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DATE 5/14/91 BY SP-8 JEC/bcc

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cc - Mr. Tolson
Mr. Clegg

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LAH:PJ

January 5, 1944

THE DIRECTOR

The Executives' Conference, those present being Messrs. E. A. Tamm, Coffey, Glavin, Ladd, Rosen, Tracy, Acers, Hendon, Carson, McGuire, Mumford and Hinee, considered certain questions raised at the New York Office. These questions have been considered by the Executives' Conference.

1. When should a wanted notice in a Selective Service Case be filed with the Bureau?

Mr. Conroy: When the case is assigned to the police. This is the present practice. Otherwise the large number of cases which are quickly closed would all have unnecessary work done in placing and cancelling notices.

Mr. Connelley: When a case is reported from the U. S. Attorney as delinquent. The wanted notice may locate the delinquent and save investigative time.

Action of the Executives' Conference: The Conference unanimously recommended the present practice of placing a wanted notice with the Bureau in a Selective Service Case at the time it is referred to the police be continued. This will avoid unnecessary paper work.

2. Should tickler copies of outgoing teletypes in Selective Service Cases be filed alphabetically and destroyed every 30 days?

Mr. Conroy: The tickler copies should be retained because usually no case is opened and it would not be possible to connect the incoming teletype with the message that was sent.

Mr. Connelley: The maintenance of 300 to 500 ticklers of teletypes per month becomes quite a difficult medium of reference without indexing and serializing, and he is therefore opposed to this particular type of tickler system.

Action of the Executives' Conference: It was unanimously recommended the ticklers should be maintained on the desk of the Supervisor to assure that answers are received promptly on inquiries, but should not be indexed or serialized.

3. Should a special routing slip be used in the New York Office for obtaining information weekly from Special Agents serving on the Selective Service Squad?

Mr. Conroy: This system provides a ready reference reflecting the work of Agents assigned to the Selective Service work.

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FEDERAL BUREAU OF INVESTIGATION
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Mr. Connelley: The routing slip serves no useful purpose. It is just another additional activity which takes up the time of the Agent and makes supervision of the work of Agents mechanical rather than on an intimate contact basis. The supervisor can ascertain work volume from assignment cards.

Action of the Executives' Conference: The Conference unanimously recommended against the use of this special routing slip.

4. Should Agents be permitted to rough draft teletypes in the office in Selective Service Cases instead of dictating them?

Mr. Conroy: Because the majority of these teletypes are about 50 words in length, it is more feasible to have them rough drafted than to dictate to a stenographer, disrupting her work and having her stop for dictation everytime an Agent has a teletype.

Mr. Connelley: Mr. Connelley is opposed to Agents rough drafting teletypes because it eliminates necessary experience in dictating and is an out-moded practice.

Action of the Executives' Conference: The Conference unanimously recommended against the rough drafting of teletypes in the office in Selective Service Cases.

If the action of the Executives' Conference is approved on the above four questions, it is recommended that the attached letter be sent to SAC Conroy and a copy to Assistant Director Connelley.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Tolson
Mr. Clegg

Attachment

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URG:RSW

January 28, 1944

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Carson, Mumford, Acers, Hendon, Coffey, Quinn Tamm and Glavin, considered for approval certain posters prepared by members of the Cartographic Section to be utilized in the regular poster displays of the Bureau. The posters attached hereto are felt by the Conference to be good posters for depicting the Bureau's war efforts and recommends approval of these posters for future use.

The Conference further recommends that the present procedure in preparing new posters every two weeks be continued in the future.

Respectfully submitted,
FOR THE CONFERENCE

~~ALL INFORMATION CONTAINED~~

~~HEREIN IS UNCLASSIFIED~~

DATE 5/14/91 BY SP-16

#323,813

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Tolson
Mr. Clegg

Attachments

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WRG:lrd

January 26, 1944

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Carson, Rosen, Nichols, Hendon, Acers, Coffey, Quinn Tamm, Tracy, Hince, Mumford and Glavin considered a naval poster submitted by Mr. Nathan which is attached hereto which comments on the fact that reports should be brief, yet complete.

The poster submitted by Mr. Nathan does not appear to be a desirable type of poster for the Bureau and Mr. Gauthier has prepared a poster which is also attached hereto which the Conference feels is a desirable poster for the Bureau's use.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Tolson
Attachments 2

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THE DIRECTOR

1/31/44

The Executive Conference

WHITE SLAVE TRAFFIC ACT;
Jurisdiction of the FBI.

The Executive Conference, attended by Messrs. E. A. Tamm, Quinn Tamm, Carson, Hendon, Acers, Nichols, Mumford, and Rosen, unanimously approved the suggestion that the attached Bureau Bulletin be transmitted to the field calling attention to the necessity for developing current, independent and original information concerning vice conditions in the vicinity of military and Naval establishments.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

cc - Mr. Glavin

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THE DIRECTOR

1/31/44

The Executive Conference

~~AMERICAN HOTEL ASSOCIATION.~~

The Executive Conference, attended by Messrs. E. A. Tamm, Quinn Tamm, Carson, Hendon, Acers, Nichols, Mumford, and Rosen, unanimously approved the attached Bureau Bulletin instructing that in investigating cases wherein information is received that the subject may have defrauded hotels, it be suggested to a responsible hotel official that he report the irregularity to the American Hotel Association with the request that the Bureau be immediately advised of any additional information developed by the American Hotel Association.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

cc - Mr. Glavin

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January 27, 1944

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Carson, Hendon, Acers, Mumford, Coffey and Quinn Tamm being present, considered a suggestion submitted by Mr. Callan of Division Five that the Identification Division, through its Special Employees, obtain from the War Shipping Administration the names of seamen who have furnished incorrect local board or no local board number to the War Shipping Administration and that these names be checked against the wanted notices in the Identification Division with the thought in mind that some of the delinquent Selective Service cases may be closed in this manner.

The Conference recommends that a trial of this system be made on approximately one hundred cases to ascertain whether or not it would be worthwhile. If you approve, appropriate instructions will be issued to the Identification Division.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols CC: Mr. H. H. Clegg
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
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THE DIRECTOR

1/31/44

The Executive Conference

BLACK MARKET IN RAILROAD TICKETS;
Miscellaneous

The Executive Conference, attended by Messrs. E. A. Tamm, Quinn Tamm, Carson, Hendon, Acers, Nichols, Mumford, and Rosen, unanimously approved the attached Bureau Bulletin instructing the field to promptly report to the Bureau any information on file or received in the future concerning any irregular practices in the sale of pullman tickets. The bulletin also instructs that in view of a Departmental ruling, if a complaint is received involving an employee of a common carrier in an irregular transaction of this nature, appropriate investigation should be conducted and the facts presented to the U. S. Attorney.

Respectfully,
For the Conference

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Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

cc - Mr. Glavin

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WDC:MSH

January 28, 1944

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Carson, Humphord, Acers, Hendon, Coffey, Quinn Tamm and Glavin, considered a suggestion made by Special Agent Eli J. Rose of the Pittsburgh Office that since a number of Agents who entered at the same time as he, Rose, are still in the service and will be completing their ten years of service on May 23, 1944, that the Bureau might wish to have the Agents remaining in the service called for In-Service Training at that particular time, i.e., May, 1944, so that there would be an opportunity for a reunion and also afford the Director an excellent opportunity to present Ten Year Service Keys to the Agents in a ceremony or at a reunion banquet.

The Conference was definitely opposed to the suggestion of Special Agent Rose, since it would be almost impossible to arrange to have members of Rose's class report for In-Service Training in the same school and, further, that the Bureau would be subject to criticism for arranging such a schedule which would afford the reunion for these employees during this acute period of stress.

The Conference, therefore, recommends disapproval of the suggestion submitted by Mr. Rose and that the attached communication go forward to Rose in connection therewith.

Respectfully submitted,
FOR THE CONFERENCE

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Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Tolson

Mr. Clegg

Attachment

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January 21, 1944

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MR. GLAVIN

Re: WOODEN FINGERPRINT CABINETS

The Kittinger Company, Inc., has completed delivery of two thousand wooden fingerprint cabinets. At the time the Kittinger bid was accepted a sample cabinet was tested by the Bureau of Standards and it was found to meet specifications. Recently sample cabinets were taken from the last shipments for the purpose of being tested at the National Bureau of Standards. The last cabinets tested failed to meet specifications. There is attached copy of a report dated December 30, 1943, which sets forth the results of the last tests made.

It will be noted that three of the drawers required less than the maximum operating force and that the bottom drawer failed to meet specifications. The specified maximum operating force is 15.0 pounds while the bottom drawer tested 17.0. This test was made with the drawers loaded with 125 pounds.

Summarizing the results of the entire test, the cabinet failed to comply with the requirement for operating force of the drawer, drawer service and stability of the cabinet and strength of the drawers. It is noted that one drawer was loaded with 95 pounds and that both rails split under such weight.

At the specific request of the Department, the National Bureau of Standards conducted a complete test with the drawers loaded with 80 pounds. Under such a condition, the cabinet met all requirements.

I have been informed by Mr. Bowles of the Identification Division that the greatest weight which will be placed in these cabinets is 87 pounds. It is quite possible that in most instances the weight will be less than that. Mr. Mason Reed of the Kittinger Company was in Washington the latter part of December 1943, at which time Mr. Bowles conducted Mr. Reed and the writer on a little tour of the drill floor. At that time we were shown all wooden fingerprint cabinets which were being used and approximately thirty or forty wooden fingerprint cabinets which had been used but now are in an unserviceable condition due to

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various reasons, such as the rails splitting, the drawers coming apart, etc. According to Mr. Reed, these do not appear to be serious difficulties and he will have a repair man come to Washington at any time the Bureau desires for the purpose of placing these cabinets in a first class operating condition. A number of the cabinets which were filled with fingerprint cards were observed. The drawers seemed to open without the exertion of much strength and since, according to my understanding, it is not anticipated that the criminal fingerprint cards will be placed in these wooden fingerprint cabinets, it is believed that we will not experience too much difficulty with the cabinets.

There is attached copy of a letter dated January 18, 1944, addressed by the Kittinger Company to the Department of Justice which indicates that the two thousand four-drawer wooden fingerprint cabinets are guaranteed against failure of any part or parts through ordinary use for a period of one year after the cabinets are placed in use. The letter further indicates that defective parts will be replaced and installed without charge to the Government.

Inasmuch as the National Bureau of Standards, in making tests on the wooden fingerprint cabinets, used the same specifications as were used in testing fingerprint cabinets made of steel, it is only reasonable to assume that considerable difficulty would be experienced in having any fingerprint cabinets constructed of wood to meet such rigid specifications. In view of this circumstance, and inasmuch as the Department of Justice is in receipt of the above-mentioned letter of guarantee, it is recommended that the vouchers being held by the Bureau and the Department submitted by the Kittinger Company for the fingerprint cabinets delivered, be passed for payment. It is to be recalled that the Kittinger Company was the only manufacturer the Bureau could interest in manufacturing a fingerprint cabinet made of wood at the time the War Production Board refused to permit the Bureau to purchase fingerprint cabinets constructed of steel. In all the dealings with the Kittinger Company, it has been evident that the officials of that Company are more than willing to do their part and to do the right thing. I believe that we have as good a wooden fingerprint cabinet as can be constructed today.

Respectfully,

G. O. Walter

January 26, 1944

Addendum

WRT:lrd

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Carson, Rosen, Nichols, Hendon, Acers, Coffey, Quinn Tamm, Tracy, Hince, Mumford and Glavin agreed that we should pay for the cabinets.

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Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

WEG

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OT:mln

January 27, 1944

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Carson, Hendon, Acers, Mumford, Coffey and Quinn Tamm being present, was advised that since the discontinuance of the fingerprinting program by the War Department, fingerprint cards of individuals whose employment is questioned and against whom stop notices have been placed by the Military Intelligence Division, are being identified with current fingerprint cards from factories.

It is felt that the War Department should advise the Bureau in writing as to whether or not they are interested in receiving information concerning the employment of these individuals and whether or not they have any objection to information of this type being furnished to law enforcement agencies.

There is attached hereto for your approval a letter for the War Department outlining this problem.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure

cc: Mr. H. H. Clegg

ALL INFORMATION CONTAINED
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DATE 5/15/96 BY SP5/BJE
#323013

RECORDED & INDEXED

166-2554-2366
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28 FEB 5 1944

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WRO:1rd

February 1, 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/15/91 BY SP5CJ/bce
#323,013

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Rosen, Carson, Mumford, Hendon, Hince, Quinn Tamm, Tracy, Coffey, Acers and Glavin considered the Bureau's policy of maintaining surplus automobile tires in the various divisional offices.

It was pointed out to the Conference by Mr. Glavin that there have been certain informal inquiries made recently by representatives of the Office of Price Administration concerning the Bureau securing certificates locally to get new pre-war tires for its automobiles and also purchasing tires through the Defense Supplies Corporation without certificates.

It was further pointed out that under existing regulations we are supposed to have 4 tires and 1 spare for each car and that at the present time and for sometime past, we have been operating under the policy of securing tires when supplies of tires have been located so that we would have a reasonable surplus of pre-war tires on hand. At the present time it is pointed out that we have a surplus of pre-war tires over and above the 4 tires on each car and the 1 spare of 1,623 tires. This information is secured from the monthly tire report received from the field divisions as of January 1, 1944. We also have a limited supply of synthetic tires on hand and steps are being taken to transfer them on a reimbursable basis to other Government agencies. The synthetic tires were sold to the Bureau by procurement contact dealers when they didn't have pre-war tires on hand.

Mr. Glavin suggested that in order to eliminate any possibility of criticism being levelled at the Bureau for having too great a supply of pre-war tires on hand, we establish a policy of having 5 1/2 tires per car. That will give the 4 good tires on the car, the 1 spare tire and 1 surplus tire for every 2 cars. As of January 1 we had approximately 150 tires over the allowable surplus of 5 1/2 tires to a car, which surplus totals 1,177 tires.

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Quinn Tamm
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Gandy

Mr. Tolson
Mr. Clegg

The Conference was further advised that since the first of January a number of these additional surplus tires have, undoubtedly, been put to use. The Conference was further advised that there is a possibility sometime in the near future of an inventory being made of pre-war tires that may be on hand in the various government agencies and if we had

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MEMORANDUM FOR THE DIRECTOR

any appreciable stock of pre-war tires, we might be subject to criticism, particularly when we must request certificates locally in many instances for such tires, which enter into the supply of tires available in each community for essential purposes such as ambulances, police cars, doctors cars, nurses cars, etc.

In the event the Director approves the Conference's recommendation that the policy be established that we have 5% pre-war tires for each car, the attached communication should go forward to the field.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

V. R. Glavin
Secretary

Attachment

00371

WAG:lrd

January 19, 1944

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Rosen, Mumford, Quinn Tamm, Tracy, Carson, Coffey, Acers, Hendon, Nichols, Hines and Glavin considered the desirability of issuing instructions to the field that it will not be necessary in the future to prepare the monthly administrative report in quintuplicate as is required under the present manual provisions.

Mr. Glavin advised the Conference that in so far as the Administrative Division is concerned, only one copy of the Administrative report is necessary and he recommends that since it does not appear that the other copies are being utilized by the other divisions, instructions go forward to the field that in the future only the original of the administrative report be submitted to the Bureau.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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66-2554-2348
FEDERAL BUREAU OF INVESTIGATION
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U. S. DEPARTMENT OF JUSTICE

- Tolson
- E. A. Tamm
- Clegg
- Coffey
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Acers
- Carson
- Harbo
- Hendon
- Mumford
- Starke
- Quinn Tamm
- Nease
- Gandy

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AB/bw

THE DIRECTOR

1/31/44

The Executive Conference

DATA TO BE INCORPORATED IN
ACCOUNTING "PROGRESS REPORTS."

The Executive Conference, attended by Messrs. E. A. Tamm, Quinn Tamm, Carson, Hendon, Acers, Nichols, Mumford, and Rosen, approved the attached revised manual section concerning accounting "progress reports." It will be required that each progress report contain the following information:

The report should specify the nature of the work completed during the period of the progress report, the work being done at the time of the preparation of the report, and an outline of the work to be performed by the Agent, together with the approximate length of time required to complete the investigation.

The outline of the work to be performed should include the identity of the books and records to be examined and the period of such examination.

In cases of major importance, a brief statement of pertinent developments should be incorporated in the progress reports.

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DATE 11/24/83 BY JSC/jbc
#323013

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Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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Attachment

cc - Mr. Glavin

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URG:PSH

January 28, 1944

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Carson, Mumford, Acers, Hendon, Coffey, Quinn Tamm and Glavin, considered the determination of responsibility for an accident involving Assistant Special Agent in Charge James D. Good of the Jackson Office on November 12, 1943, damages to the Bureau car approximating \$426.26.

The information originally submitted in connection with the aforementioned accident did not completely explain the details on the accident and further information was requested from the Jackson Office, such information being received in the Bureau on January 17, 1944.

For the information of the Director, Agent in Charge Good left the Jackson Office at approximately 3 P.M. on November 11, 1943 to go to Meridian, Mississippi, a distance of approximately 95 miles, to deliver an Armistice Day address to the Veterans of Foreign Wars at the American Legion Hall at Meridian. Special Agent Good states that while in Meridian, Mississippi, he had a dinner before the Veterans of Foreign Wars Armistice celebration; that after the celebration, he consumed quite a bit of non-intoxicating refreshments which were served; that after leaving the American Legion Hall, he was accompanied back to his hotel by certain representatives of the Veterans of Foreign Wars, with which representatives he had a soft drink. He checked out of the hotel thereafter to return to Jackson. He left Meridian between 11:30 and 11:45 P.M. After driving down the highway several miles, he became increasingly tired and drowsy; that it was cold, the windows were up; however, Good remembers opening one of the windows when he stopped along the roadside after becoming drowsy. Having the continued feeling of being tired and drowsy, he decided it would be better to return to Meridian instead of returning to Jackson, and reversed his direction and upon approaching an "S" curve about ten miles from Meridian, he apparently dozed off and the Bureau car went across the highway at a 45-degree angle, struck a limestone embankment, causing the car to make a three-quarter roll ending up resting on its left side. The Bureau car traveled 290 feet from where it left the road to the embankment and continued 32 feet more. Good admitted he used very

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Memorandum for The Director

- 2 -

January 28, 1944

little discretion in deciding to return to Jackson from Meridian since he was tired and sleepy and he further feels that after he became drowsy on the road, he should have pulled the car off the road and taken a short nap before returning to Jackson or Meridian.

Good in his memorandum further states that although he was not injured as a result of the accident, he cannot recall definitely the events leading up to the accident. Neither can he recall just what happened after the accident, since he was in a somewhat confused condition of the mind.

The investigating Agents state that the curve on which the accident happened could not be negotiated at a speed over 45 miles an hour. No comment has been made by Agent Good of the speed being traveled by him.

There are attached hereto photographs showing the locale of the accident. It appears from the photographs that the road was good; there appears to be no extenuating circumstances in so far as road conditions are concerned as to the accident. There is also shown photographs of the condition of the car after the accident.

Good, in his original statement, stated that his original decision to return to Jackson was based on the fact that he had several unfinished matters pending on his desk which he wanted to handle early Friday morning. He particularly wanted to finish drawing the schedule for the FBI Law Enforcement conferences, submit the appropriate instructions to the Agents handling the conferences, prepare the necessary press releases and notifications to the law enforcement officers and advise the Bureau of the completed program. He also wanted to handle the American Legion cooperative project, a report being due in the Bureau by November 16, 1943. He also desired to have a conference with Assistant U. S. Attorney at Jackson, Mississippi, concerning the conviction of one Benton Holmes, of Meridian, prior to the departure of the Assistant U. S. Attorney from Jackson to attend a term of court in Vicksburg, Mississippi. Good stated that although he was tired and sleepy, he thought he could make the trip all right since he had done so before.

CONFERENCE RECOMMENDATION:

The Conference, after full consideration of all of the facts in this case, can reach no conclusion other than the fact that Agent Good was negligent in the operation of the Bureau-owned automobile and should be held responsible for the payment of damages to the car. The Conference feels that since Good could have left Meridian at about six o'clock in the morning and still have been in

Memorandum for The Director - 3 -

January 28, 1944

Jackson, Mississippi at about nine o'clock, since the distance was only 95 miles, that his more mature judgment should have dictated to him that he stay at Hattiesburg over night and leave there in the early morning for Jackson. There can be no determination of the speed which the car was traveling at the time of the accident, since Good does not remember the events leading up to the accident.

Should the Director approve the Conference recommendation, Special Agent Good will be so advised.

Respectfully submitted,
FOR THE CONFERENCE

O.K.
H.
Clyde Tolson, Chairman

A. B. Glavin, Secretary

cc-Mr. Tolson
Mr. Clegg

Attachments

100386

WVA:JCH

February 2, 1944

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tamm, Carson, C. Tamm, Hendon, Nichols, Mumford, Rosen and Acers, considered and unanimously approved the attached Field Office Allocation List, indicating the territory covered by all Bureau offices.

This list has been brought up-to-date since the last territorial allocation list was issued in November 1942, and is approved will be sent to the Field in the form of a Bureau Bulletin.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Clegg
Secretary

cc: Mr. Tolson
Mr. Clegg

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February 1, 1944

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DATE 5/15/96 BY SP5C/6C
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THE DIRECTOR

The Executive Conference, Messrs. Tolson, Clegg, Nichols, Glavin, Tracy, Hendon, Hince, Quinn Tamm, Mumford, and Carson being present, considered a recommendation by the SIS Section that the Bureau furnish a Hallierafters Skyraider type radio receiver (presently available and not in use in the FBI Laboratory), together with an aperiodic receiver, also presently available, to the Bureau's Legal Attache in Mexico City for local use in connection with the Clog Case.

It was pointed out to the Conference by Mr. Carson that recently there have been increasing indications that the numerous subjects and suspects in the Clog Case are very apparently utilizing some means of communication with Germany other than the dot letters, a number of which we have intercepted. The Legal Attache has been previously instructed to be alert to the possibility of clandestine shortwave radio transmission from Mexico in this case, particularly in so far as looking for antennas and other evidence of radios on the part of various subjects and suspects. The Legal Attache is presently engaged in making a survey of all the residences, offices, and meeting places of the subjects and suspects in this case for the purpose of determining whether clandestine radio transmission is occurring. It is, of course, possible that the subjects in this case are utilizing a number of means of communication.

The Legal Attache has requested authority to purchase such equipment in Mexico, which will be quite expensive. Inasmuch as the equipment is available in the FBI Laboratory and is not in use, it was recommended by Mr. Carson that same be furnished to the Legal Attache in Mexico. It will be recalled that we have sent similar equipment to Mexico in the past quite successfully by the expedient of sending it to San Antonio and having one of the Agents in Mexico proceed to San Antonio in an automobile and returning the equipment to Mexico City.

RECOMMENDATION

The Conference unanimously recommends that the above described equipment be furnished to the Legal Attache in Mexico City for use in connection with the Clog Case.

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Respectfully,
For the Conference

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E. A. Glavin,
Secretary

12 FEB - 7 1944

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EPC:AF

February 2, 1944

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DATE 5/15/91 BY SP5C/BK

THE DIRECTOR

#323,813

On February 1, 1944, the Executive Conference considered the proposal of Mr. J. A. Martin of the Laboratory that in forthcoming police conferences a program be arranged so that speakers from the Laboratory would appear at the major police conference in each field office district and that where the district warranted perhaps in two or three of the largest conferences. The Laboratory speaker would describe to the police the facilities of the FBI Laboratory and the availability of the services to police authorities. He would base his talk on a general discourse on scientific aids in crime detection. It is further intended that the SAC and perhaps a Special Agent trained and designated to assist in the conduct of conferences be present at this major conference and closely follow the outline of the Laboratory speaker with a view to then continuing this theme in the smaller conferences throughout the district together with any exhibits and demonstrations which the Laboratory speaker may undertake.

The purpose of the program is to better acquaint the police of the nation with the FBI's Laboratory. Also, it is believed that the Laboratory subject matter is intensely interesting and would thus improve the conferences particularly with the prestige of an FBI speaker from Headquarters in Washington.

It was estimated that it would take the services of two men from the Laboratory to cover the major conferences during the one conference cycle over a 10-month period. The Executive Conference was further informed that the Laboratory had a number of well-qualified speakers for this engagement, including Messrs. Coffey, Martin, Laughman, Parsons, Freimuth, Hages, and possibly others. The work would be divided among these speakers so as not to disrupt the current assignments of any of them.

Mr. Ladd _____
 Mr. Nichols _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. McGuire _____
 Mr. Mumford _____
 Mr. Piper _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____
 Mr. Tolson _____
 Mr. Clegg _____

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For the Conference

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Clyde Tolson, Chairman

21 FEB 22 1944

W. A. Glavin, Secretary

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February 3, 1944

THE DIRECTOR

Re: WASTE PAPER

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Mumford, Coffey, Tolson, Carson, Acers, Hendon, Tracy, Hince, Rosen, Ladd and Nichols reconsidered the present practice of handling waste paper in the Bureau. For the Director's information and background, until several months ago, it was the practice to keep two waste paper baskets in various offices in the Bureau in order that confidential matter might be placed in a specially designated waste paper basket, and other waste paper and refuse could be thrown in the other. The confidential items were picked up by Bureau employees who personally supervised its disposition either by shredding or burning in the incinerator the contents of the confidential waste paper basket, whereas the contents of the other waste paper basket were picked up by the char women and disposed of. Pursuant to government contract, the Penn Paper and Stock Company which has a contract to buy all federal agency waste paper, this paper is picked up by the Penn Paper Company in their own trucks at the various governmental agencies, and insofar as the Bureau is concerned, the paper is picked up in the Department of Justice Building. After that, we have no control as to the disposition of it. It will be recalled that only recently copies of teletypes which were thrown in waste paper baskets were found on a street corner, having blown from a Penn Paper Company truck.

RECORDED 374
Recently several million obsolete gas and oil rationing coupons disposed of by OPA were stolen after the paper had come into the possession of the Penn Paper Company. At that time there were press inquiries as to whether or not spies could be getting hold of scraps of waste paper coming from various government agencies. At the time we discontinued our previous practice of the Bureau disposing of its confidential items of waste paper, the services of two employees were required to dispose of the paper.

The Conference, in reconsidering this matter, observed that considerable time was spent each day by the various officials in tearing up paper which would possibly in and of itself, existing from a security aspect, require the additional time of two

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#323013

Memorandum for the Director

Page Two

employees. Mr. Tamm made the suggestion from a security standpoint we should go back to our old system and if necessary, arbitrarily reduce a couple agents in the field in order to secure two employees to take care of the scrap paper. It was pointed out that the first thing the Bureau would do in connection with an intensive investigation would be to pick up scraps of paper, which has been a very fruitful source of information and it is not unreasonable to assume that our adversaries might be engaged in the same thing. The Conference is very sympathetic to the fact that this would be additional work, but felt that from the security standpoint, the balancing of the Bureau's interest against the two additional employees, that it would be an insurance well worth-while, and accordingly, the above members of the Conference unanimously agreed to resort to the old practice of having confidential items of waste paper picked up and disposed of by a representative of the Bureau.

Respectfully
For the Conference,

Clyde Tolson, Chairman

cc - Mr. Tolson
Mr. Glavin

W. R. Glavin, Secretary

*I share views of
Tolson & Glavin.
H.*

100361

EPC:AF

February 2, 1944

THE DIRECTOR

The Executive Conference on February 1, 1944, considered a proposal made by Mr. J. A. Martin of the Laboratory. He recommends that a small card, approximately 2 1/2 by 4 inches, be printed which would contain a statement on one side concerning the availability of FBI Laboratory services to police, and on the other side eight points to remember in preparing and shipping evidence to the Laboratory. A sample of the card is attached hereto. It is Mr. Martin's view that pamphlets and articles in the FBI Law Enforcement Bulletin on this subject are read and then mislaid or forgotten. He feels that if these cards were judiciously distributed by SACs at police conferences and the like the police chief would keep the card on his desk or in his billfold and have the information readily available as a constant reminder when he has a case under investigation which requires laboratory examinations.

Mr. Coffey was in favor of printing 50,000 of these cards to be distributed by the SACs and to determine the reaction to and the value thereof. It was understood that the sample card is just a proof copy and that the final draft would be a better looking product.

The remainder of the Conference, consisting of Messrs. Tolson, Carson, Clegg, Glavin, Hendon, Hince, Mumford, Nichols, Quinn Tamm, and Tracy, was opposed to the issuance of such a card. The majority felt that the proposal had considerable merit perhaps as a post-war project but was of the opinion that the cost of printing and distribution and the problem of handling the additional Laboratory examinations which would probably ensue were matters which should not be undertaken at the present time in view of the large amount of work and the number of delinquent cases in the Laboratory.

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference FEB 17 1944

Olyde Tolson, Chairman

H. R. Glavin, Secretary

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DATE 5/15/91 BY SP-1/KCE

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EAT:DS

February 4, 1944

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference considered the attached proposed Bureau Bulletin and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Glavin, Tracy, Quinn Tamm, Acers, Carson, Nichols, Clegg, Coffey, Mumford and E. A. Tamm.

Respectfully,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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November 5, 1943

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DATE 3/15/81 BY 35C/162

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THE DIRECTOR

At the Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Coffey, Nichols, Rosen, Tracy, Glavin, Carson, Lusk, Quinn Tamm, Acers, and Clegg, consideration was given to the problem presented by Special Agent P. T. McIntyre of establishing uniformity in recording the number of law enforcement agencies represented at FBI Law Enforcement Conferences, as well as the total number of law enforcement agencies in any particular field division.

The difficulty arises out of the fact that constables, who usually are officers of a beat or the subdivision of a county, in some states have full-time law enforcement duties. In other states, they are elected to perform the law enforcement duties which arise within that subdivision of the county, but law enforcement work, being performed primarily by the sheriffs and municipal police, is comparatively small and the constables engage in farming and other vocations and spend only a small portion of their time on law enforcement work. The Executive Conference recommends as follows:

1. That there be reported by each field office to the Bureau as a permanent figure:

- (a) The total number of law enforcement agencies in the division (exclusive of constables).
- (b) The total number of constables' offices in the division.

2. That there be reported by each field office:

- (a) The total number of law enforcement agencies (excluding constables) represented at the FBI Law Enforcement Conferences.
- (b) The total number of constables' offices represented at the FBI Law Enforcement Conferences.
- (c) The total number of law enforcement agencies represented (this in the total of constables and others).

On the basis of the above figures, calculations can be made, both excluding and including constables, so that comparative tabulations can be prepared fairly for each division by setting forth both sets of figures.

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Respectfully,
For the Conference

Clyde Tolson
Chairman

66-2554-2377

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| U. S. DEPT. OF JUSTICE |
| INVESTIGATIVE |

cc - Mr. Tolson
Mr. Glavin

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January 31, 1944

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Carson, Hendon, Acers, Mumford, Coffey and Glavin was advised of certain changes in allowances and Per Diem payable to Federal employees stationed in foreign countries.

The Conference was further advised the changes involved concern matters primarily of interest to the SIS Division, particular in regard to Per Diem rates for travel on official business outside the continental limits of the United States which the SIS is already familiar with. In so far as the Special Agents on the regular payroll are affected, the only change of interest is that on Per Diem paid in Mexico. Prior to the amendment, Per Diem in Mexico was \$7.00 per day, but under the amendment the amount allowed is \$6.00 per day.

The Conference recommends approval of the attached bulletin to the field advising of this change.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

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DATE 5/15/91 BY SP5/KAC
#308013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

CC - Mr. Tolson
Mr. Clegg

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Gandy

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February 7, 1944

ROH:DT

THE DIRECTOR

The Executive Conference considered the suggestion that the name of the FBI Laboratory be changed to the Technical Operations Division. The Conference consisting of Messrs. Tolson, Mumford, Rosen, Clegg, Hendon, Acers, Nichols, Carson, Coffey, Quinn Tamm, Tracy and Glavin voted unanimously to retain the present name. It was felt that Technical Operations Division would have no meaning to the police officers of the country who were thoroughly familiar with the designation of and work of the Laboratory.

It was further pointed out that the Concordship Office presently has a Technical Operations Division for which they are appealing for additional funds. It was felt that this name was not good for public or press purposes since it was not descriptive of our scientific work. The Conference felt that the present name was simple, dignified and well established. It further denotes the use of science in the work of the Bureau which the suggested name would fail to do.

Respectfully,
For the Conference

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DATE 5/15/91 BY SP5CJ/bca

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Glyde Tolson
Chairman

RECORDED

E. E. Glavin
Secretary

CC - Mr. Clegg.

Tolson
E. A. Tamm
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Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

24 FEB 13 1944

66-2554-2379

FEB 9 1944

[Handwritten signature]

000356

HPC:AF

February 7, 1944

THE DIRECTOR

The Conference on February 5, 1944, considered the proposal of Mr. Coffey, that a system of indicating the identity of laboratory examiners on the outgoing Laboratory reports be instituted by means of letter symbols. It was pointed out to the Conference that the name of the examiner has never been placed on the original outgoing report for the reason that it is sometimes desirable to change the examiner and sometimes he is not available for subpoena and therefore his name on the Laboratory report, if it got into the court room, might be embarrassing because of his absence.

Due to the increased volume of work in the Laboratory and the large number of reports now handled, it sometimes becomes difficult to quickly ascertain the identity of the examiner in an urgent situation because this has to be determined by pulling the file where his name appears on the yellow. To correct this, Mr. Tolson suggested that the examiners be indicated on the outgoing Laboratory report by means of a letter symbol which would be added to the Laboratory file number. This letter would have no significance to anyone outside the Bureau's service but would greatly expedite ascertaining the identity of the principal examiner from the administrative standpoint.

The Conference, consisting of Messrs. Tolson, E. A. Tamm, Acers, Carson, Clegg, Coffey, Glavin, Hendon, Mumford, Nichols, Rosen, Q. Tamm, and Tracy, was unanimously in favor of adopting this system.

Respectfully,
For the Conference

RECORDED & INDEXED
66-2554-2380
F B I
FEB 9 1944
Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7/19/81 BY SP5/BJE
#323,013

Handwritten signature/initials

JWM/dmm
MWA/arb

February 1, 1944

SAC, Juneau

Re: Closing of Juneau
Office on Sunday

Dear Sir:

The Bureau does not approve your recommendation of January 15, 1944, that the Juneau Office be closed on Sunday.

It is desired that you reconsider the desirability of closing your office on Sunday after the move to Anchorage.

Very truly yours,

John Edgar Hoover
Director

The Executives' Conference consisting of Messrs. E. A. Tamm, Clavin, Quinn Tamm, Carson, Hendon, Mumford, Coffey and Acers, was unanimously of the opinion that the Juneau Office should remain open on Sunday at the present time, and that the matter be reconsidered upon the recommendation of the SAC subsequent to his move to Anchorage, which should occur not later than February 20, 1944.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/28/81 BY SP-10

#358013

COMMUNICATIONS SECTION
FEB 2 1944

COMM STA

66-2554-2381

FEDERAL BUREAU OF INVESTIGATION

FEB 10 1944

U. S. DEPARTMENT OF JUSTICE

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000353

LAH:ST

November 25, 1943

THE DIRECTOR

The Executives' Conference, those present being Tolson, Glavin, Tracy, Ladd, Quinn Tamm, Carson, Hendon, Acers, Glegg, and Hince, considered the suggestion that there be established a further course of the ~~1941~~ National Police Academy for the training of police officers in the handling of juvenile cases. The proposal contemplated a course of approximately three months, but a ten-week course, as an initial one, was suggested to begin February 7, 1944, and to terminate April 15, 1944, with graduation exercises at the same time that the Twenty-Fourth Session of the Instructors' Course graduates.

The problem, as presented to the Conference, involved the increase in juvenile delinquency as a result of the war, the loss by many police organizations of trained men in this field, the over-all lack of trained personnel in police organizations with respect to the juvenile problem, and the present very pointed interest of police officials in obtaining assistance in order to avoid public criticism of their organizations. The present interest of the Children's Bureau of the Department of Labor in sponsoring training courses for police women and the recent interest of the IACP in establishing regional schools with grants of funds were also considered.

RECOMMENDATION: The Executives' Conference unanimously recommended as follows:

1. That a juvenile delinquency course be set up in the National Police Academy.
2. That the first session be held from February 7 to April 15, 1944, a period of ten weeks.
3. That the class be organized and administered in accordance with the procedures now in effect with respect to the organization and administration of the Instructors' Course.
4. That the opening address be made by the Director with adequate public notice directed to this occasion.

Tolson _____
E. A. Tamm _____
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Carson _____
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Hendon _____
Lumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

cc - Mr. Tolson
Mr. Glegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/18/91 BY SP-6/68
#323013

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| 66-2554-2382 |
| FEDERAL BUREAU OF INVESTIGATION |
| U. S. DEPARTMENT OF JUSTICE |

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Memo. for the Director

5. That policemen, as well as policewomen, be considered eligible and that mixed classes be approved.

6. That diplomas be issued indicating the completion of the course.

7. That competent authorities outside the Bureau be invited to appear as the visiting lecturers and consultants.

8. That the research conducted by the Crime Records Section be utilized to the fullest possible extent.

9. That the graduating exercises include as a speaker a prominent national figure who will discuss the juvenile delinquency problem.

10. That the curriculum cover the broad general field of police procedure in handling juveniles, including a study of the laws for the protection of juveniles and for the protection of the public, Human Behavior, interviews with parents and children, juvenile records and reports, crime prevention patrols, Regional Bureaus, community agencies available for the treatment of juvenile delinquents, conditions contributing to delinquency, crime causation phase of sociology, history of police activity in crime prevention and juvenile delinquency, and case studies.

11. That for the first session, we revert to our original plan of having two counselors.

12. That the number of police organizations invited to send representatives be limited to forty and that these organizations be, in general, the larger cities, such as Chicago, San Francisco, Los Angeles, Seattle, Washington, New York, Boston, and Philadelphia, but that some of the more advanced of the smaller communities also be represented, such as Berkeley, California.

ACTION TO BE TAKEN: If the Director approves, there will be submitted recommendations with respect to the organizations to be invited, the method of recruiting for the school, the detailed curriculum, and other details. It is recognized that there would be a considerable amount of work at the present time in organizing the curriculum, in making proper contacts with outstanding authorities in order to gain their cooperation, in the investigation of applicants, and in similar activities.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

000352

JAL:AW

December 29, 1943

MR. COFFEY

RE: KEYS FOR LABORATORY PERSONNEL

The doors to the area occupied by the Laboratory are opened at 9:00 A. M., except for the one at 9th and Pennsylvania Avenue, at which a guard is stationed starting at 7:45 A. M. This means that unless the person guarding the other elevator banks goes on duty several minutes early, all traffic prior to 9:00 A. M. must come in at 9th and Pennsylvania Avenue and enter through the door there. Furthermore, I am advised by Mr. Appel that quite a large percentage of his personnel come in prior to 7:45 A. M., and therefore there is a problem as to how they gain entrance to the Laboratory. One solution to the problem would be the issuance of keys to his personnel which, of course, will increase the possibilities of one of the keys becoming lost or misplaced, and of course will cause a further drain on the keys possessed by the Bureau. It is my understanding that key blanks are very difficult to obtain at this time.

This matter is being brought to your attention at this time so that the entire matter may be studied and consideration given as to whether it is more advisable to issue keys to a large number of employees in the Laboratory as weighed against the placing of a guard at an entrance to the Laboratory at an earlier hour.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Unless advised to the contrary, arrangements will be made to secure keys for the employees in the near future.

addendum: The Executive Conference on 12/30/43 agreed that Laboratory keys should be issued to technical personnel as needed by them.

EPC

Respectfully,

J. A. Martin

REC'D. 12/31/43

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| 66-2554-2383 |
| FEDERAL BUREAU OF INVESTIGATION |
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| U. S. DEPARTMENT OF JUSTICE |

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/18/96 BY SP8CJ/pca

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10.4 HEC:157

February 8, 1944

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/24/97 BY SP5 CJK/KE
#323,813

The Executives' Conference, those present being Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Ladd, Nichols, Rosen, Tracy, Acers, Carson, Hendon, Q. Tamm, Mumford, and Clogg, considered the recommendation of SAC Sears that it be permitted that a neatly printed sign be attached to the doors of offices used by Resident Agents on which will appear phraseology similar to the following: "An Agent of the Federal Bureau of Investigation will be available in this room between -- A.M. and -- A.M. each Friday". This was for the purpose of enabling citizens to call to make complaints.

The Executives' Conference recommended unanimously against this procedure, it being felt that the actual uncertainty as to when an Agent can return to office space occupied by him will prevent the proposal being a satisfactory one, and it might contribute to the inconvenience rather than the convenience of citizens.

The following additional suggestions arose during the meeting of the Executives' Conference:

1. That in the Resident Agency offices where space is assigned for the use of the Resident Agents it be permitted that the Resident Agents maintain courses of information cards on all such sources of information in the Resident Agency headquarters and in the territory or zone covered by such Resident Agency. Mr. Clogg recently found that at Chattanooga, although there was no authority for such action, such cards were being maintained and frequently used by the Agents there. The cards would have a definite value to the Resident Agents and would have but very limited value back at the headquarters city. The present two practices are, first, for the Agents without authority to retain copies of sources of information cards and, second, for the Agents to have longhand or typewritten lists of such sources of information which they retain in their brief bags. It was pointed out that sources of information are not the same as confidential informants and that such cards serve primarily as a directory to aid Agents to know where to go to get specific types of information with the greatest ease and with least difficulty.

The following opinions of the Executives' Conference were expressed:

Tolson
E. A. Tamm
Clogg
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Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

cc - Mr. Tolson
Mr. Clogg

RECORDED
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166-2554-2384
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33 FEB 11 1944

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38 FEB 11 1944

Memo. for the Director

For optional maintenance of sources of information cards in the manner described: Messrs. Mumford, Rosen, Acers, and Q. Tamm.

For required maintenance of sources of information cards at the Resident Agency headquarters: Messrs. Tolson, Hendon, Nichols, Carson, Coffey, Glavin, and Clegg.

Opposed to cards being retained in the office and favoring the maintenance of such records on papers maintained in the Agents' brief bags: Mr. Tracy.

2. There are certain Resident Agencies, such as the one located at Mobile, where there are several Agents assigned and where at least one Agent is on duty constantly throughout the regular office hours receiving complaints, typing reports, conducting interviews, and the like. It was recommended that where a Resident Agency was occupied regularly for the full regular official day by one or more Special Agents, there be permitted a notation on the door of the Resident Agency office that it is the Resident Agency of the Federal Bureau of Investigation, that a similar notation be allowed on the building directory usually located on the first floor, and that a similar notation appear in the telephone directory, which latter authority is already permitted. Those favoring this suggestion as a proper notation to aid citizens incalling at the FBI Resident Agency office were Messrs. Tolson, Nichols, Mumford, and Coffey.

All others were opposed since it was not a regularly established field office and as this would be conducive to Agents finding an excuse to remain in the office throughout the day when it might not at times be necessary, and for the further reason that it does not appear to be necessary since building guards can easily direct any citizens making inquiry to the proper office.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

000349

February 8, 1944

HAC:PJJ

THE DIRECTOR

The Executives' Conference, Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Nichols, Rosen, Tracy, Acers, Mumford, Hendon, Carson, Q. Tamm and Glegg being present, considered the request of the Miami Office for the approval of an Index Phone Record Sheet to enable the office to fix responsibility for any faulty searches in connection with the Foreign Travel Control Project at Miami.

Mr. Nichols was opposed to the form, feeling that it was unnecessary and merely adding another form for use in this particular office.

All other members favored the form since it would serve to fix responsibility and provide better control and supervision of the work. It was pointed out that it is to be destroyed at the end of sixty days.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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DATE 3/15/96 BY SP5CJ/bce

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Quinn Tamm _____
Nease _____
Gandy _____

cc-Mr. Tolson
Mr. Glegg

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JMK:EK

February 8, 1944

~~ALL INFORMATION CONTAINED~~~~HEREIN IS UNCLASSIFIED~~~~DATE 3/28/97 BY 3156/1/60~~

#323,613

THE DIRECTOR

The Executives' Conference with Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Quinn Tamm, Coffey, Carson, Nichols, Acers, Hendon, Clegg, Rosen and Mumford in attendance, considered a suggestion of Captain Nixon of ONI at Miami that since ONI has discontinued its Foreign Travel Control Program, the Bureau field office there might like to take over the ONI files which otherwise will be destroyed. Advice has been received from our Miami Office that ONI at that point has in its possession a 3 x 5 card index of all air passengers who arrived or departed from the Port of Miami during the period from April 1, 1942 to June 30, 1943. These cards are not of the stiff cardboard type as used by the Bureau, but are the flimsy paper type used by ONI. They could therefore not be incorporated into our regular master files but would have to be maintained separately. The cards contain not only the full and complete name of the passenger, but also the date, the plane number on which he travelled, the point of embarkation, and his residence address. There are approximately 250,000 of these cards and if we take them over it will require approximately fifteen 3 x 5 regular card file drawers for their storage and maintenance.

The Miami Office advises they have found this file quite valuable in the past in making checks and covering leads particularly for other field divisions concerning persons believed to have travelled in or out of the Port of Miami. After checking this index, which is set up alphabetically, and ascertaining the time that a particular passenger travelled, it is then possible to locate and examine the Immigration, Censorship or Customs records for full data.

The members of the Conference were unanimously of the opinion that the Bureau should take these cards. It is true they will constitute a miscellaneous type of file in the office, but on the other hand they are available, already made up and without cost, and since they would otherwise be destroyed and therefore no longer available to our Agents elsewhere, it is felt advantage should be taken of the offer for such value as can be derived.

RECORDED

66-2554-2586

FEB 15 1944

If you concur with the opinion of the Conference, there is attached for your approval a teletype so advising the Miami Field Office so that appropriate arrangements may be made with Captain Nixon.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Tolson _____
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Quinn Tamm _____
Nease _____
Gandy _____

37 FEB 15 1944

Attachment

00346

HHC:MT

February 8, 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIEDDATE 3/13/91 BY SP5/fcc
#323,136THE DIRECTOR

The Executives' Conference, those present being Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Ladd, Nichols, Rosen, Tracy, Acers, Carson, Hendon, Q. Tamm, Mumford, and Clegg, considered the problems arising out of the new accounting course presently being prepared. A number of the lessons have been printed and they will soon be ready for distribution. The Executives' Conference believed that the following policies and rules should apply to this course:

1. Effective immediately the old accounting course should be discontinued. Employees presently in possession of lessons of this accounting course should be instructed to destroy them and the inventory records should no longer show that these lessons are charged out to employees. Since these lessons do not contain confidential material, it was felt unnecessary that they be continued on the inventory or that they be returned to the Bureau.

2. It was felt that the present accounting lessons in connection with the old course now on hand should be graded but that no additional lessons should be submitted to the Bureau.

3. It was recommended that these new accounting lessons not be charged out to the Accountants since they do not contain confidential material.

4. It was recommended that the course, which will be made up of thirty-eight or forty lessons, should be taken by all Special Agents (A) presently in the Bureau or those subsequently entering the Bureau in that status; that those presently in the Bureau should be required to complete the course within one year; and that those subsequently entering the Bureau should be required to complete the course within one year from the date of their assignment to the first field office.

5. It was recommended that only two grades be given to these accounting lessons, namely satisfactory and unsatisfactory. This will prevent arguments and correspondence as to whether it should be excellent, very good, good, or fair.

6. It was recommended that those lessons that are satisfactory should be returned to the employee submitting the lesson with notations indicating any deficiencies or suggestions, and it was believed that the return of the employee's lesson would serve to inform and instruct the Accountant as to any refinements in the handling of such problems.

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Quinn Tamm _____
Nease _____
Gandy _____

cc - Mr. Tolson

3 FEB 10 1944

RECORDED & INDEXED

66-2554-23867
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33 FEB 16 1944

Memo. for the Director

* If an employee's grade is unsatisfactory, he will be notified that he must give further study to the problem and resubmit it although the corrected paper would not be returned in this instance.

7. Employees other than Special Agents (A) requesting permission to take the course, it was believed, should be granted this permission although it is pointed out in the attached bulletin that this is an advanced course in accountancy to serve as a review for those who are already trained and experienced as Accountants and it is not planned or intended for employees other than Special Agents (A).

If this is approved, there is attached hereto a bulletin to this effect.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment



000345

R

February 8, 1944

HHG:PJT

THE DIRECTOR

The Executives' Conference, Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Nichols, Rosen, Tracy, Acers, Mumford, Hendon, Carson, O. Tamm and Clegg being present, recommended that the attached Bureau Bulletin showing the addresses of Automobile Registration and Drivers' License Bureaus be sent to the field as a Bureau Bulletin.

This was unanimously approved. Messrs. Tolson and Nichols also recommended that it be published in the FBI Law Enforcement Bulletin. This was opposed by other members as it might create a trend of local police to handle NMVA locally instead of referring them to the Bureau.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

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HEREIN IS UNCLASSIFIED

DATE 3/15/96 BY SP5CUI/bce
#323813

- Tolson _____
- E. A. Tamm _____
- Clegg _____
- Coffey _____
- Glavin _____
- Ladd _____
- Nichols _____
- Rosen _____
- Tracy _____
- Acers _____
- Carson _____
- Harbo _____
- Hendon _____
- Mumford _____
- Starke _____
- Quinn Tamm _____
- Nease _____
- Gandy _____

cc-Mr. Tolson
Mr. Clegg

43 FEB 16 1944

RECORDED
&
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166-2554-2388
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33 FEB 16 1944

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LBN:RG

February 9, 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/15/91 BY SP5C/66

#323073

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Rosen, Mumford, Coffey, Clegg, Hendon, Acers, Carson, Ladd, Quinn Tamm, Tracy, Glavin, and Nichols, considered the request of the Jackson Office to permit the Western Union to install Western Union printer in the office.

For the Director's information, for many years the Bureau has followed the policy of not permitting either Western Union or Postal Telegraph to install printers in Bureau offices; however, with the advent of war, shortage of personnel and curtailment of messenger service, the Executive Conference recommended on June 8, 1942 that field offices be permitted to install Western Union printers. At that time, it was recommended, and the Director approved, that no bulletin should be sent to the field but that as the offices write for this permission at periodic intervals, authorization should be granted to them.

The Conference, in November, 1943, in considering a request of the Louisville Office, disapproved the idea of authorizing the installation of printers and the matter was brought up for reconsideration, along with the request of the Jackson Office. For the Director's information, the Western Union printer while installed in a Bureau office, would be tied up to the central offices of Western Union and any telegrams coming in would be transmitted to the Bureau's office over the wire which would obviate the necessity of messenger service. Likewise, Bureau offices sending out messages would merely type the message on the machine and it would automatically go through the central office of Western Union, eliminating the wait for messengers. It was pointed out that with the acute shortage of manpower and the unsatisfactory character of Western Union messengers, it is believed highly desirable at this time to reinstate the rule adopted in 1942 on condition that the Bureau not incur any liability for a minimum amount of business to be given Western Union.

If this view is approved, each request will be considered as received in the future and will be acted upon after consideration of the various factors.

Respectfully,
For the Conference

Clyde Tolson, 66-2554-2389
F B I
33 FEB 16 1944

U. E. Glavin, Secretary

RECORDED
&
INDEXED
136

cc- Mr. Tolson
Mr. Clegg

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
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Quinn Tamm
Nease
Gandy

3 FEB 16 1944

000342

LBH:RC

February 9, 1944

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Rosen, Mumford, Coffey, Clegg, Hendon, Acers, Carson, Ladd, Quinn Tamm, Tracy, Glavin and Nichols, considered a provision in the radio manual to the effect that radio operators are not allowed to perform any work inside the transmitter unless an additional operator is present. This rule was inaugurated as a safety requirement at the time we started our network.

It was pointed out that due to the shortage of manpower we will not always have two men on duty on a transmitter and it will be physically impossible to have two men on duty. Further, the commercial companies have only one technician available and as a matter of expediency it was unanimously agreed that the manual provision be revised to permit a technician to go inside the transmitter even though nobody else is around, provided certain safety precautions are followed, such as turning off the current, etc.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/5/91 BY [signature]
7323015

CC: Mr. Tolson
Mr. Clegg

Tolson
E. A. Tamm
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43 FEB 16 1944

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66-2554-2391

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ENL:CSH

February 12, 1944

THE DIRECTOR

At a meeting of the Executives Conference, on February 12, 1944, attended by Messrs. E. A. Tamm, Clegg, Mumford, Rosen, Carson, Nichols, Acers, Hendon, Coffey, Quinn Tamm and Ladd, the Conference was advised that the FBI men's basketball team had received an invitation to enter the YMCA Invitational Basketball Tournament, which will begin on Wednesday, February 16, 1944. It was pointed out that there will be 32 teams in this tournament, all specially invited because of the record which they have made during the present basketball season, and the authority of the Conference was requested to permit the Bureau basketball team to enter this tournament.

The Conference was unanimously in favor of accepting this invitation. In the event you approve this invitation will be accepted, it being noted that the first game is scheduled for Wednesday of next week.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

E. R. Glavin, Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/15/91 BY SP-1/KSC
#323013

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43 FEB 16 1944

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66-2554-2376

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February 21, 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/18/77 BY SP5C/1689

#3 23013

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Tracy, Carson, Hendon, Clegg, Acers, Coffey, Mumford, and Glavin considered the suggestion concerning the wearing of identification badges in the various field divisions.

For the Director's information the question as to whether or not identification badges should or should not be worn in Divisional Offices was propounded to the Inspection Staff consisting of Messrs. Brantley, Connelley, Harbo, and Schofield, and also was considered by the Executive Conference.

The consensus of the field inspection staff's opinion was that badges should be worn in Divisional offices where the total personnel is in excess of 100; that all personnel throughout the field retain the badges they presently possess for use in the event such personnel is transferred to a larger office or for use during in-service training or conference purposes; that all employees entering on duty be furnished with identification badges in order that they might be available if the need should arise in the event of transfer to larger Divisional offices or to the Seat of Government for in-service training or Conference purposes.

The Conference recommends, therefore, that instructions be issued to the various field divisions that identification badges should be worn in all offices having 100 or more employees; that there be a variable of 100 to 115 employees before an office not previously having in excess of 100 employees need secure identification badges for its employees. The Executive Conference feels that in an office of less than 100 employees there is no real need for badges, and the present procedure in smaller offices of having badges worn by employees serves no useful purpose since all employees definitely know each other.

The Conference also feels that badges presently in the possession of the field personnel should be retained by such personnel, and as new employees enter on duty in the field

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cc Mr. Tolson

Mr. Clegg

RECORDED

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66-2554-2392

FEB 16 1944

10 FEB 16 1944

100341

that badges be secured for them for possible use when transferring from one office to another or for use at the Seat of Government for attendance at Conference or in-service training.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

No. I can't agree.
Either badges are
necessary or they
are not. There is
no middle ground.
The size of our office
is no useful criterion.
Wf.

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January 1, 1944

THE DIRECTOR

The Executives Conference, those present being Messrs. E. A. Tamm, Glavin, Coffey, Carson, Tracy, Hendon, Rosen, Ladd, Acers, and Hince, considered the question of housing In-Service men at the FBI Annex Dormitory. With the reduction in the number of new Agents in training, there will be occasions on which there will be space available to house In-Service men. In-Service men need housing in Washington only from Monday night through Saturday night of the second week of their training course; they spend the first week at Quantico. It would not be possible to house all of the members of any class because the dormitory facilities can care for only 47 men and there will be some new Agents there at times.

The Conference also considered the question of selection of In-Service men to stay at the dormitory when space is available. It was the feeling of the Conference that those who have families at Washington should be permitted to stay with them, both in the interest of the man and in the interest of economy of living quarters. The Conference agreed that apart from those who desire to stay with their families in Washington, all others should be selected on a strictly alphabetical basis, with any special meritorious cases requiring exceptions being passed on individually.

The Conference also considered the question of per diem and felt that the men who stay one week at Quantico and the second week at the Annex Dormitory should receive reduced per diem while at the Annex Dormitory just as they do at Quantico. The standard rate at Quantico is \$3.25 per day, minus one-fifth or 65¢, in accordance with government regulations. This gives the Agents at Quantico a net per diem of \$2.60 per day. The food charge at Quantico is \$2.55 per day so that there is only a five-cent margin. The Conference believed that inasmuch as the food cost at the FBI Annex Cafeteria would not be more than that at Quantico, the same per diem rate should be established for the FBI Annex Dormitory as at Quantico.

RECOMMENDATIONS: 1. The Conference unanimously recommended that dormitory facilities be made available to In-Service Agents when space is available.

2. The Conference unanimously recommended that those In-Service men who have families or homes in Washington should be permitted to stay there in the interest of economy of living quarters and personal convenience.

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Mem. for the Director

3. The Conference unanimously recommended that those living in the Annex Dormitory should receive reduced per diem rate for those days on which they stay in the dormitory and that this rate should be consistent with the per diem rate at Quantico, namely \$3.25 per day, minus one-fifth or 65¢ for lodging, gratis, with a net per diem of \$2.60 per day.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

OK H

000336

January 11, 1944

LAH:PJJ

THE DIRECTOR

The Executives' Conference considered the question of regulations to govern In-Service men housed in the FBI Annex Dormitory and made the following recommendations:

1. The Conference unanimously recommended that In-Service men be treated just as the new Agents who live in the same Dormitory and that regulations be applied with equal force.
2. The Conference considered the question of week-ends. The first week-end that the In-Service men are in In-Service Training they are at Quantico. Classes last until 9:00 P.M. on Saturday and resume at 9:00 A.M. Sunday. The Conference unanimously agreed that on account of the heavy schedule the In-Service men should spend Saturday night just as any other night in the first week and that there be no special Saturday night privileges. It will be noted that new Agents at Quantico have no classes after 5:00 P.M. on Saturday and classes do not start until 1:00 P.M. on Sunday. Accordingly new Agents have the privilege of leaving the reservation between those hours. The Conference unanimously recommended that In-Service men not be granted any off-the-reservation privileges because of the heavy schedule and the lack of time for them to leave the reservation.

On the second week-end that the In-Service men are in training some of them will be living in the FBI Annex Dormitory. Classes go until 9:00 P.M. and the men are scheduled to be back in the classroom at 10:00 A.M. Sunday. New Agents in the Dormitory are off from 5:00 P.M. Saturday night until 1:00 P.M. Sunday and are not required to sleep at the Dormitory on Saturday nights. The question was presented to the Conference as to whether the In-Service men could stay out of the FBI Annex Dormitory on Saturday night. Every other night they, like new Agents, must conform to the midnight curfew; that is, they must be in the Annex Building by midnight. In-Service classes conclude every night at 9:00 P.M. and there is a three-hour interval in which they may be absent from the building, although few take advantage of this.

It was pointed out that some of the In-Service men have friends

cc-Mr. Tolson
Mr. Clegg

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FEDERAL BUREAU OF INVESTIGATION

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in Washington with whom they would like to spend at least one evening and that under the present regulations it would be almost impossible for them to spend any time with a friend because of the travel time from the FBI Annex to the Down-Town District and back, which would make the three-hour period unsatisfactory.

Messrs. Glavin, Ladd, Quinn Tamm, Acers and Tracy felt that inasmuch as both new Agents and In-Service men go by the same rules all during the week they should go by the same rules on Saturday night and that there should be no curfew on Saturday night, otherwise we will be in a position of having a new Agent with the privilege of staying up until 2:00 A.M. or later Sunday morning and the In-Service man required to be in by midnight.

The other members of the Conference; namely, Messrs. E. A. Tamm, Nichols, Hendon, Carson and Mumford believed that some curfew should be set. Assuming that a curfew is approved, the following views were expressed:

1. Mr. E. A. Tamm believed that a midnight curfew should be applied because of the heavy schedule and the fact that it is only a temporary limitation of activity since the men are only in school two weeks.
2. Messrs. Nichols and Hince felt that there should be a one o'clock curfew on the grounds that the men must be in class by 10:00 A.M. which means that they must arise by 9:00 A.M. If they got in at 1:00 A.M., they will get eight hours sleep. The one o'clock curfew is not unreasonable. All legitimate public places conclude approximately at that hour on Saturday nights. It was believed that less than eight hours rest was undesirable.
3. Mr. Hendon felt that a two o'clock curfew would be more reasonable.
4. Messrs. Glavin, Ladd, Acers, Coffey, Carson and Mumford felt that there should be a three o'clock curfew.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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EWT:js

February 4, 1944

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THE DIRECTOR

Re: ~~Penalties~~ Identification Division
~~Erroneous Identifications~~

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Nichols, Hendon, Coffey, Mumford, Quinn Tamm, Clegg, Carson, Acers and Tracy considered the question of penalties in the Identification Division for erroneous identifications.

Effective September 25, 1939 a penalty was approved for the second erroneous identification made by an employee within a twelve month period, the penalty to be a suspension for five days without pay. This same penalty rule has been reaffirmed on several occasions, the last such occasion being in Mr. Tracy's memorandum to Mr. Tolson on April 8, 1943, and is still in effect.

Occasionally an employee will have a second erroneous identification at the same time he is eligible for Grade CAF-4 work and is in fact doing this type of work at the time. In such instances it has been the uniform policy over a period of several years to withhold the recommendation for reallocation to Grade CAF-4 for an additional period of 30 days following the last day of the suspension, the Bureau policy being that it is inconsistent to suspend an employee without pay and recommend a reallocation or promotion at the same time. In two cases recently, i.e., Robert L. Larson, Assistant Fingerprint Classifier and Walter A. Pettis, Assistant Fingerprint Classifier, the second erroneous identification occurred at a time when they would by virtue of their work be recommended for reallocation to Grade CAF-4.

In the case of Robert L. Larson, he was suspended from December 8 to December 13, 1943 and at the same time was entitled to a reallocation to Grade CAF-4. Accordingly, the recommendation was held up for a period of 30 days in accordance with the existing procedure and the recommendation for his reallocation was sent through on January 14, 1944, by memorandum dated January 26, 1944 Mr. Acers recommended that Mr. Larson be passed over for an additional 30 days and further recommended that another report be secured on him.

In the case of Walter A. Pettis, he was suspended from December 16 through December 20 and was due for a reallocation to Grade CAF-4 at the same time.

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MEMORANDUM FOR THE DIRECTOR

February 4, 1944

The recommendation for a Grade CAF-4 reallocation has not been sent through in view of the recommendation of the Personnel Division in the case of Robert L. Larson.

It was pointed out by Mr. Tracy and Mr. Quinn Tamm that an erroneous identification is an error for which the penalty of five days loss of pay has been for years considered sufficiently severe. It was further pointed out that in prior cases of this nature where the suspension and the reallocation recommendation occurred at the same time, a thirty-day waiting period was required for the reasons above stated. This of course increased the cost of the penalty to those employees unfortunate enough to have the erroneous identification come at that time. Mr. Tracy pointed out that in the case of Mr. Larson, he is on the 60-hour week and that withholding his reallocation for two months instead of one month cost him in addition to approximately \$27.50 for the five day suspension, approximately \$80.00 in addition under the present pay scale. This makes a total of \$107.50. In addition to this he would of course lose for sixty days instead of thirty days the difference between \$1620 and \$1800 per annum which would make the total penalty amount to approximately \$137.50.

Members Tracy and Quinn Tamm pointed out to the Conference that the Bureau had established a penalty of five days without pay, i.e., approximately \$27.50 as being sufficiently severe for the nature of the error and they do not feel that the recommendation of the Personnel Division to change Bureau policy to a sixty day waiting period instead of a thirty day waiting period is justified considering the nature of the error.

It was pointed out to the Conference further by Mr. Tracy and Mr. Quinn Tamm that this error is a clerical error not involving attitude, lack of judgment, or any of the many other reasons for suspension. It is a mechanical error and is no different from an error that might be made by a stenographer in any of the other divisions where she might in transcribing her notes omit a word that alters the meaning of a letter. It is pointed out that there are no penalties provided for loss of pay on suspensions for stenographers in making an error that might be just as serious. In both of the cases under consideration the error was caught in the Identification Division the same as errors are caught in the Bureau's Reading Room.

It was further pointed out that the Identification Division is operated on a production system and if the penalties are made too severe, it will materially and seriously curtail the production of those units where erroneous identifications are most apt to occur. For example, we have one employee in the Assembly Section who has just been recommended for a meritorious promotion for the reason that he has been handling over 600 ident a day. The average cabinet searcher/handler approximately 10 to 15 ident a day. If the employees

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MEMORANDUM DIRECTOR

February 4, 1944

handling approximately 800 identis per day are to be subject to a penalty in excess of \$100.00 loss of pay for an erroneous identification which might happen any time, it is obvious they will decrease their production and the Bureau will be the only loser. Mr. Quinn Tamm and Mr. Tracy are firmly of the opinion that penalties in connection with clerical work and not involving attitude, disloyalty, or other similar elements should not be out of proportion to the nature of the offense.

Messrs. E. A. Tamm, Clegg, Carson and Acers favored increasing the waiting period from 30 days to 60 days in such cases.

Messrs. Mumford, Nichols, Glavin, Coffey, Hendon, Quinn Tamm and Tracy favored retaining the present rule, i.e., withholding a recommendation for reallocation or probation for 30 days only.

Tolson
OK.
H.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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cc - Mr. Tolson
Mr. Clegg

00332

WRG:lrc

February 17, 1944

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Rosen, Ladd, Quinn Tamm, Tracy, Nichols, Acers, Hendon, Clegg, Coffey, Mumford and Glavin considered a question which arose concerning the Agents' Insurance Fund as to whether an Agent who has resigned from active service in the Bureau and is on terminal leave, that is, an employee who is carried on the Bureau's payroll during his accrued leave period, is eligible for participation in the fund providing he loses his life during the period of time he is carried in a leave status.

The question arose covering only those Special Agents who are on terminal leave and not those Agents who have been granted annual leave to return to active duty.

The Conference is of the definite opinion that there is no liability in so far as the fund is concerned after an employee leaves our active service and suffers the loss of life while in a terminal leave status.

Respectfully submitted,
FOR THE CONFERENCE

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Clyde Tolson
Chairman

W. R. Glavin
Secretary

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February 17, 1944

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THE DIRECTOR:

The Executives' Conference, Messrs. Tolson, Tamm, Coffey, Glavin, Ladd, Nichols, Rosen, Acers, Hince, Hendon, Carson, Q. Tamm and Clegg being present, recommended that beginning with the July Session (the third and final session for 1944) that there be two classes of the FBI NPA assembled in Washington for training instead of one. This would mean that there would be 80 NPA students and 2 class counselors instead of 40 with one counselor as at present. These two classes would continue for the same period of time and when visiting lecturers are in Washington and whenever straight lecture courses are being given the two classes can be consolidated just as In-Service Agents' Classes are at present. They will be divided into two classes for all the work requiring instruction in small groups, firearms training, and similar courses where the combined classes would be too large to adequately handle. The two classes would graduate in one body on the final day of the session just as at present.

This would mean that with a very small amount of overhead proportionately we can double the number of graduates from the NPA. The size of the combined classes would be more impressive to visiting instructors. The Graduation Exercises will be more impressive in that there would be 80 diplomas instead of 40 distributed. It will also afford, at a much more rapid rate of speed, trained instructors for the police departments throughout the country. It will lay the ground work for a natural and needed expansion of the FBI NPA and aid in meeting a larger percentage of the applications to attend the Academy. It will further aid in making unnecessary the expansion of the activities of Northwestern University which seems to be gradually getting into police instruction work other than traffic.

The Executives' Conference, therefore, unanimously recommended that two instead of one class of NPA students be enrolled for each session beginning with the July, 1944 Session.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

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cc. Mr. Tolson
Mr. Clegg

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URG:RJ

February 17, 1944

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Acers, Carson, Clegg, Ladd, Mumford, Coffey, Quinn Tamm, and Glavin in considering the Agents' Insurance Fund recommends that Bonds in the amount of \$18,750 be purchased at the present time. These bonds would be Series F Bonds, \$18,750 purchase price, covering the actual redemption price of \$25,000. The bonds purchased can be cashed within a period of 60 days after purchase in the same manner as Series E War Bonds.

At the present time we have \$67,969.85 cash on hand and in the Agents' Insurance Fund, and U. S. Government Bonds having a surrender value of \$27,000 with a face value of \$19,930, making a total of \$87,949.85.

The Conference feels we should retain approximately \$50,000 in cash in the fund available for immediate disbursement if necessary. Should the Director approve, appropriate steps will be taken to buy approximately \$18,000 worth of Series F Bonds at this time.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. E. Glavin
Secretary

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cc Mr. Tolson
Mr. Clegg

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February 16, 1944

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THE DIRECTOR

At a meeting of the Executives Conference on February 15, 1944, attended by Messrs. Tolson, Tamm, Mumford, Rosen, Clegg, Acers, Coffey, Carson, Hince, Q. Tamm, Glavin and Ladd, the attention of the Conference was called to a request from G2 of the War Department for a list of all known members of the German Espionage system (ABWEHR) in Western Europe, in order that they might use this list as a guide in making arrests and endeavoring to confiscate records at the time of the invasion of Western Europe.

It was pointed out to the Conference that, under an agreement between G2 and the [redacted] the American Military Authorities agreed to give the [redacted] priority over all captured prisoners. It was, therefore, suggested to the Conference that skeleton information only be furnished to G2 at this time. The Conference was unanimously in favor of this. b7D

It was also suggested to the Conference that, looking toward the time when Western Europe will be occupied by Allied troops, it would be desirable to have a number of German and some French speaking Agents trained and qualified to go into these countries to question members of the ABWEHR personnel and check the records of that organization for two purposes, i.e.,

- (1.) to determine the names of any espionage agents operating in the United States in order that a check might be made and this information run out in this country, enabling us to determine whether there are any agents operating in this country whose identity was not previously known to the Bureau, and
- (2.) to definitely establish the fact that there are not now, and have not been, any espionage or sabotage agents operating in the United States except those known to and controlled by the Bureau.

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To effectuate this plan it was suggested that five or six German speaking Agents and two or three French speaking Agents be brought into the Bureau at this time for a period of training in the Espionage and SIS Sections, in order that they might be concentrating on a study of the ABWEHR set-up and the operations of enemy agents in the United States and the Western Hemisphere.

cc Mr. Tamm
Mr. Glavin
Mr. Tolson

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The Conference was unanimously in favor of this idea, believing that it would be desirable to start this training in the near future in order that Agents having the language qualifications set forth above would be equipped to exploit all possibilities through the interrogation of members of the [] personnel and through examination of their records. b7D

In the event you approve the recommendation of the Conference the names of Agents qualified in German and French will be submitted for your approval, and arrangements will be worked out (similar to those made for Agent Amprim) with G2 of the War Department for the purpose of arranging to have the Agents so trained dispatched to the occupied countries.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. E. Glavin, Secretary

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~~CONFIDENTIAL~~

R. W. G. M.

February 10, 1944

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THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Clegg, Rosen, Acers, Mumford, Coffey and Glavin, considered terminology used in advising employees leaving the service concerning refunds of retirement deductions.

The Conference was advised that the Administrative Division of the Department used the following phraseology in advising former employees of refunds of retirement deductions:

"Due to the great number of applications received daily both by the Department and the Civil Service Commission, it is necessary that each case be handled in the order of its receipt. We have adopted this policy to facilitate the proper disposition of each application."

"Any unavoidable delay is regretted and you are assured all steps are being taken to settle claims as expeditiously as possible."

The Conference was further advised that the Bureau in its letters of resignation states as follows:

"In order that you may be reimbursed for expenses which were made from your salary for retirement purposes, it is desired that you execute and return the enclosed 'Application for Refund of Retirement Deductions' to the Chief Clerk's Office. (For your information the limit of this form should not be executed more than thirty days prior to the effective date of your resignation.) Upon receipt of the executed form by this Bureau, it will be transmitted to the proper official of the United States Department of Justice for attention and from there it will be transmitted to the United States Civil Service Commission. A check will ultimately be sent to you from the United States Treasury Department. This procedure usually takes several months. Should there be any delay concerning this refund, it is suggested that you communicate with Mr. John C. Cannon, the Administrative Assistant to the Attorney General of the Department of Justice, concerning the status of the refund."

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MEMORANDUM FOR THE DIRECTOR

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It was further pointed out to the Conference that representatives of the Administrative Division of the Department had inquired as to whether it would be possible for the Bureau to utilize phraseology somewhat comparable to the phraseology utilized by the Department. The Conference sees no particular reason why such change in phraseology cannot be made and suggests that the following phraseology be utilized in the future:

"In order that you may be reimbursed for the deductions which were made from your salary for retirement purposes, it is desired that you enclose and return the enclosed 'Application for Refund of Retirement Deductions' to the Chief Clerk's Office. (For your information the jurat of this form should not be executed more than thirty days prior to the effective date of your resignation.) Upon receipt of the executed form by this Bureau, it will be transmitted to the proper officials of the United States Department of Justice for attention and from there it will be transmitted to the United States Civil Service Commission.

"The Bureau has been advised by the Department that due to the great number of applications received daily both by the Department and the Civil Service Commission, it is necessary that each case be handled in the order of its receipt. The Department of Justice has adopted this policy to facilitate the proper disposition of each application. Every effort is made by the Department to expeditiously settle all claims, and any inquiries concerning the status of a claim for refund should be addressed to Mr. John Q. Cannon, Administrative Assistant to the Attorney General, U. S. Department of Justice, Washington, D. C."

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

000325

LH:JD

February 27, 1944

THE DIRECTOR

Supervisor E. T. McIntyre suggested that the form invitation printed by the Bureau for use by Special Agents in Charge in inviting law enforcement officers to attend the FBI Law Enforcement Conference should be considered obsolete for the following reasons:

1. There has been only one request from the field for copies of the invitation form for approximately one year. The field has adopted the practice of mimeographing form letters furnishing detailed data concerning the time, place and program for the conferences. The law enforcement officials have found these details helpful and the Special Agents in Charge have found that they can stir up more enthusiasm by furnishing more details concerning the program.
2. The form which is now approved refers to the FBI Quarterly Police Conferences. These are now held three times a year and the card is inconsistent.
3. The general policy of having each office present in mimeographed form a letter of invitation to the conferences has been effective and successful in stimulating attendance.

RECOMMENDATION: The Executive Conference recommended favorably with respect to the policy of having Special Agents in Charge submit mimeographed form letter invitations to law enforcement officials to attend FBI Law Enforcement Conferences and recommended favorably on the suggestion that the cards previously used be considered obsolete.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. McGuire _____
 Mr. Mumford _____
 Mr. Piper _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

Those present were Messrs. E. A. Tamm, Clegg, Coffey, Carson, Nichols, Ladd, Mumford, Rosen, Quinn Tamm, Glavin and Hince.

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Respectfully,
 FOR THE CONFERENCE

Clyde Tolson
 Chairman

H. R. Glavin
 Secretary

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cc - Mr. Tolson
 Mr. Clegg

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February 17, 1944

THE DIRECTOR

The Executive Conference considered the recommendation of SAC Holke that the New Jersey State Police be given preference in connection with the next session of the National Police Academy.

The Conference also considered the recommendation of SAC Gleason of New Haven that the Bristol, Connecticut Police Department be given preference because of the fact that the Chief of Police is Edmund S. Crowley, NFA, and because of the desirability of strengthening our position in Connecticut.

RECOMMENDATION: The Conference unanimously recommended favorably to these departments, those present being Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Clegg, Acers, Coffey, Carson, Quinn Tamm, Glavin and Hince.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

OK
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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
cc - Mr. Tolson
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/16/81 BY SP2/16/81
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WRG:lrd

February 10, 1944

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Rosen, Ladd, Quinn Tamm, Tracy, Nichols, Acers, Hendon, Clegg, Coffey, Mumford and Glavin considered three suggestions submitted by Special Agent Rowen Bodine Ayers of the Kansas City Office with respect to the Agents' Insurance Fund which are as follows:

(1) That Agents who have contributed continuously to the fund for a period of 10 years, or since the fund started, and whose services are terminated for any reason, be refunded the amount they have contributed.

(2) That an agent who has contributed continuously for 10 years, or for the life of the fund, upon retirement, be allowed to participate in the fund.

(3) That an Agent who has contributed continuously for 10 years, or for the life of the fund, and whose services are discontinued for any reason "without prejudice" be allowed to participate in the fund after such services are discontinued.

The Conference is opposed to the adoption of any one of the three suggestions advanced by Special Agent Ayers. There appears to be no reason why, under suggestion #1, after a man has had the necessary protection during his period of service in the Bureau that he be refunded his contributions after he leaves the service.

The Conference further feels that only active Agents should be considered as being members of the fund. Should the Director concur in the Conference's recommendations concerning these suggestions, it is suggested that the attached letter go forward to SAC Brantley concerning these suggestions.

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Acers _____
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Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

Respectfully submitted,
FOR THE CONFERENCE

RECORDED

INDEXED

51 Clyde Tolson, Chairman

W. R. Glavin, Secretary

CO - Mr. Tolson
Mr. Clegg

1 FEB 23 1944

100321

WES:lrz

January 28, 1944

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Hendon, Nichols, Carson, Mumford, Coffey, Tracy, Quinn Tamm, Acers, Rosen and Glavin considered the attached suggested Bureau bulletin to all Special Agents in Charge concerning changes in Government leave regulations and recommends that the attached bulletin go forward to the field at the present time. It further recommends that the changes as set forth in a memorandum to Mr. Glavin under date of January 20, 1944, effecting the manual in so far as leave is concerned, be transmitted to the Training Division for inclusion in the manual change on leave regulations.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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Attachments

CC - Mr. Tolson
Mr. Clegg

Tolson _____
E. A. Tamm _____
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Coffey _____
Glavin _____
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HHO:BO

February 18, 1944

THE DIRECTOR

There is attached hereto a proposed bulletin to the field concerning the organization of material in investigative reports. This memorandum does not change in any way the types of cases in which such report organization is required, but serves merely to clarify those questions which have arisen during In-Service Courses as to whether certain types of information should appear under Part I or under Part II or immediately preceding Part I.

The following members of the Executive Conference have examined and approved this bulletin: Messrs. Tolson, E. A. Tamm, Hendon, Coffey, Glavin, Ladd, Hince and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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DATE 5/16/91 BY SP5CJ/ke
#3230P3

cc-Mr. Tolson
Mr. Clegg

Tolson
E. A. Tamm
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Coffey
Glavin
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February 8, 1944

HHC:PJJ

THE DIRECTOR

The Executives' Conference, Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Nichols, Rosen, Tracy, Acers, Mumford, Hendon, Carson, Quinn Tamm and Clegg being present, considered the request made to the State Department by the Yugoslavian Prime Minister for a representative of the Yugoslavian Government to attend the FBI National Police Academy.

There was unanimous recommendation of an unfavorable type because of the uncertainty now existing in the Yugoslavian Government, because of the danger of training someone whose government might eventually be in opposition to our cause and because of the fact that there are no vacancies in the Academy.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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cc-Mr. Tolson
Mr. Clegg

W.R.

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| U. S. DEPARTMENT OF JUSTICE |
| INVESTIGATIVE DIVISION |

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LBH:RC

THE DIRECTOR

2/25/44

EXECUTIVE CONFERENCE - Clyde Tolson, Chairman
W. R. Glavin, Secretary

The Executive Conference consisting of Messrs. E. A. Tamm, Hince, Glavin, Carson, Rosen, Hendon, Acers, Tracy, Quinn Tamm, Mumford, and Nichols, considered the application of Chief of Detectives Ray Egan of New Hampshire for admittance to the FBI National Police Academy. Mr. Clegg had reported telephonically that Egan was an influential, outstanding officer and had wanted to attend the NPA for a considerable period of time but just received permission from the powers that be in New Hampshire and submitted his application.

Egan would like to get into the April session rather than the July session. There is a vacancy in the April session and the Conference unanimously recommended that an invitation be extended to Chief of Detectives Egan, who now has his application on file in the Bureau.

CC- Mr. Tolson
Mr. Clegg

*See advised
and approved
2/27/44*

Tolson
E. A. Tamm
Clegg
Coffey
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HR:cmw

November 20, 1948

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/16/96 BY SP5CJ/KCE

#923013

THE DIRECTOR

Re: REVISION OF MANUALS

There is attached for your suggested approval a proposed new Section 16 of the National Defense Manual to replace the present Section 16 which deals with the subject "Custodial Detention." The new Section is entitled, "Security Investigations."

The principal change in procedure effected by the proposed new Section consists of an elimination of the submission by the Field Divisions of summary reports concerning those individuals who they feel should be listed on the security index. The proposed new Section provides that the Field shall suggest the preparation of security index cards by letter. This will eliminate some duplication of effort. The new Section provides that the initial report shall summarize the information in the files of the Field Division.

The proposed new Section also incorporates the material on revision of security index cards which was transmitted to the Field by Bureau Bulletin 59B, Second Series, 1943, and the material concerning the investigation of Communists which was transmitted to the Field by Bureau Bulletin 54A.

In the revised Section of the Manual, all references to the dangerousness classifications previously made by the Department but recently abolished by the Attorney General have been omitted.

Mr. Tolson _____ The revised Section of the Manual also provides a uniform procedure with respect to the cancellation of security index cards and removal of such cards from the security indexes in the Field Division.

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Respectfully,

D. M. Ladd

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December 4, 1943

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DATE 11/6/91 BY SP5C/KC
4-3230/13

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Mumford, Coffey, Hince, Hendon, McGuire, Carson, Quinn Tamm, Tracy and Glavin was advised that we have from time to time experienced difficulty with employees who go on leave without pay for part of a day.

For the Director's information, under Departmental practice and regulations, when an employee is on leave without pay for a part of a day he is charged for a full day's leave without pay. If he is on leave without pay on Saturday or a day preceding a holiday he is charged, not only for the actual working day he is out on leave without pay, but also for the succeeding day which is not a working day and he, therefore, loses two days' pay for perhaps one-half day's absence from work.

The Department of Justice states that when such leave without pay absence occurs, what they in the Department endeavor to do is charge leave without pay for a day other than a Saturday, even though the employee may have worked on the particular day on which he is charged, leave without pay.

Mr. Glavin pointed out to the Conference that this is a most complicated arrangement, that the Bureau does have such instances from time to time when, for example, an employee who has no accrued sick or annual leave can be advanced none because of his short tenure of service, becomes ill, is sent home by the Hygiene Service and is placed on leave without pay for a part of the day. Under Departmental regulations the employee must be placed on leave without pay for the full day and, if it is a Saturday, the employee also loses the Sunday which follows.

It has been recommended that when such instances occur, rather than place an employee on leave without pay, the employee be advised that it will be necessary to make up this part of the day they will be absent; otherwise, it will be necessary to charge them for a full day's leave without pay under Departmental regulations.

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Mumford _____
Starke _____
Quinn Tamm _____
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Gandy _____

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MEMORANDUM FOR THE DIRECTOR

-2-

Messrs. Quinn Tamm and Tracy feel that it would be entirely satisfactory to try such an arrangement since most of these cases are in the Identification Division.

Should the Director approve, this matter will be handled in the suggested way in the future until a sufficient period of time has elapsed to definitely see how well it works.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Tolson
CC - Mr. Clegg

100314

September 29, 1943

LAH:amr

THE DIRECTOR

Mr. F. D. Vechery of the Training Division suggested that the Accounting Course be discontinued and that accountants not be required to complete it. Mr. Vechery felt that the problems involved in the Accounting Course were not such as to merit attention at this time. Fundamentally he believes in an Accounting Course more adapted to specific Bureau cases.

The Executive Conference, however, was of the opinion that the Accounting Course is a good one. Mr. Tolson suggested, in spite of this, that we should discontinue the course for the duration of the war in order, thereby, to eliminate one supervisor at the seat of government. It was pointed out to the Conference that to discontinue the course would permit a reduction of the supervisory staff by one man.

RECOMMENDATION: The Conference unanimously recommended the discontinuance of the Accounting Course for the duration making it unavailable to all Bureau employees and discontinuing all work on this project immediately.

Those present at the Executive Conference were Messrs. Tolson, Coffey, Glavin, Ladd, Rosen, Tracy, Hendon, Carson, Quinn Tamm, Acers, Mumford and Hince.

The reason for the recommendation was strictly to save a supervisor.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

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DATE 5/16/90 BY SP-5/K
#323013

W. H. Glavin
Secretary

cc--Mr. Glavin

Tolson
E. A. Tamm
Clegg
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FEDERAL BUREAU OF INVESTIGATION

UNITED STATES DEPARTMENT OF JUSTICE

Washington, D. C.

October 14, 1943

WRG:lrd

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Rosen Tracy, Hendon, Mumford, Carson and Glavin considered the matter of establishing a Bureau policy relative to SIS employees who, upon being requested to sign a contract to remain on SIS assignment for the duration and six months thereafter, make the statement that they do not wish to sign it.

It was pointed out to the Executive Conference by Mr. Carson that in several instances recently Mr. Hicks of the Training Division, who has been interviewing SIS employees who return to Washington for conference or who are being sent out of the country on initial SIS assignments, that some of the employees feel that it is unreasonable to request them to sign a contract to remain on SIS for the period of the war and six months thereafter, some feeling that their word should be sufficient for the Bureau.

The Conference, in view of the reluctance shown by certain of the employees about to enter on SIS assignment after conference, feels that the following policies should be established:

(1) That new employees of the FBI, whether Agent or clerical, who after being trained for SIS duties, refuse to sign the necessary oath or contract covering his period of assignment on SIS be immediately removed from such work.

(2) That at the same time, if any request for deferment has been made for the employee, such request be immediately cancelled and the employee's Draft Board immediately notified that the Bureau does not wish to continue to ask for occupational deferment in that particular case.

(3) That the Training School official interview the employee who has refused to sign the contract advise the employee at that time that he is being removed from the SIS rolls, that he is being returned to domestic service and

(4) That in view of the fact that the employee, himself, found it inconsistent with his beliefs to execute a contract for assignment where the Bureau felt he would be most important during the war period, it will not be possible for the FBI to request any occupational deferment for the employee and that such occupational deferment request is being withdrawn.

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DATE 4/12/83 BY SP5RJC/ewy

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For the Director's information, it is felt that Mr. Tamm succinctly summed up what should be behind the Bureau's policy in regard to such employees. Mr. Tamm felt that employees who refuse to sign the so-called oath or contract for SIS duty undoubtedly have mental reservations and don't want to be bound by anything in writing if they wish at some future time to submit their resignations or to request that they be removed from SIS activities.

Mr. Glavin pointed out to the Conference that in support of the majority decision he felt that any employee who would not accept any assignment given to him at any time could not be considered indispensable or irreplaceable to the Bureau and that we should not request any deferment for such an employee. Mr. Glavin is conversant with the fact that many of these men would give oral concurrence for SIS assignment and would be willing to accept such assignment; however, they know that the Bureau has established as a prerequisite to assignment the negotiation of the contract or the execution of the oath to remain on SIS assignment for the duration of the war and six months thereafter. He feels that the employee who is reluctant to sign this oath, regardless of any oral statements made by him, cannot under any consideration be considered irreplaceable because we would have to pick our spots for his assignments since he is hesitant to subordinate himself to Bureau regulations in so far as assignments are concerned.

Mr. Carson was of the opinion that personnel, both Agent and clerical, who refuse to sign the contract should be immediately removed from SIS and transferred back to the domestic field, and that thereafter each case should be individually considered as to whether request for deferment will be withdrawn and as to whether the employee involved will be continued in the employ of the Bureau. Mr. Carson voiced an opinion to the effect that the Bureau might render itself liable to undue criticism should it adopt a policy of automatically withdrawing requests for deferment for personnel doing good work in the Bureau's domestic field service, or otherwise, solely because they refuse to sign this contract.

If you approve, the majority recommendation will be placed in effect immediately.

Respectfully submitted,
FOR THE CONFERENCE

"I approve." H.

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CT:DSS

October 18, 1943

MEMORANDUM FOR THE DIRECTOR

The Executives Conference reconsidered the form stipulation to be presented to an signed by any employee being initially appointed to SIS work or to any SIS employees as they return to the Seat of Government for conference, and desire to recommend a change in this form.

A copy of the previous form is attached hereto. You will note the first sentence indicates that the employee "requested, and I am now hereby renewing that request, that I be given an assignment outside continental United States in the Special Intelligence Service". Objection has been raised to this phrase by certain SIS employees on the ground that they did not initially request SIS; as a matter of fact that they are not now requesting it, although in line with their responsibilities as a Special Agent they have no objection to assignment to any type of work.

Since this phrase has apparently caused some confusion the Executives Conference, those present being Messrs. Glavin, Quinn Tamm, Acers, Hendon, Carson, Ladd, Mumford and Tolson, recommend a new form to be used for this purpose phrased as follows:

"In connection with my assignment as a Special Agent of the Federal Bureau of Investigation to duties outside of the continental United States, I hereby agree to remain in the service of the Bureau and to accept assignment at any place where the Director may see fit to assign me for the duration of the present war and for a period of six months thereafter."

Respectfully,

Glyde Tolson, Chairman

W. H. Glavin, Secretary

"OK" - H.

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December 23, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/16/97 BY SP5C/600

THE DIRECTOR

The Executives Conference on December 22, 1943, attended by Messrs. E. A. Tamm, Glavin, Coffey, Carson, McGuire, Acers, Hince, Mumford, Tracy, Rosen and Ladd, considered the suggestion of Mr. F. D. Vachery of the Training Division to the effect that the accounting course be discontinued. It was pointed out to the conference that this matter had been taken up with Messrs. Pennington and Egan; that Mr. Pennington was of the opinion that the present Bureau accounting course should be discontinued and that, if resumed, it should be restricted to accountants only and a new course should be prepared covering cost accounting, in view of the growing number of cases which the Bureau is receiving relative to war frauds. Mr. Egan was of the opinion that an accounting course should be continued, but only for accountants; further, that the present course, which is not up to date for accountants, should be revised along lines suitable for accountants only, it being noted that the present Bureau course was prepared with the idea that agents having no knowledge of accountancy, as well as accountants, would be studying it.

Messrs. Glavin, Coffey, Carson, McGuire, Acers, Hince, Mumford, Tracy, Rosen and Ladd were of the opinion that the accounting course should be discontinued for the duration, and that during the interim the Bureau should have prepared an accounting course suitable for the Bureau accountants and covering the field of cost accounting in so far as necessary for the handling of war fraud cases.

Mr. Tolson's necessary for the handling of war fraud cases.
 Mr. E. A. Tamm.
 Mr. Clegg. Mr. Tamm agreed with the above because of the fact that the present accounting course is obsolete. He expressed the opinion that he was impressed in principle to giving up the accounting training, inasmuch as he was of the opinion that the agents should at all times be constantly studying something which would tend to improve their work.
 Mr. Rosen.
 Mr. Tracy. In the event you approve the recommendation of the conference, the present accounting course will be discontinued completely for the duration and instructions will be issued that Messrs. Egan and Pennington prepare a suitable course for Bureau accountants, covering cost accounting, which course will be put into effect upon the completion of the war.
 Mr. Mumford.
 Mr. Starke.
 Mr. Quinn Tamm.
 Mr. Nease.
 Miss Gandy.

Respectfully,
For the Director

FEDERAL BUREAU OF INVESTIGATION

MAR 2 1944

U. S. DEPARTMENT OF JUSTICE

TITLE OF ORIGINAL

Clyde Tolson, Chairman

55 MAR 6 1944

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HHC:HD

February 25, 1944

SAC, DETROIT

Dear Sir:

When Special Agent F. T. McIntyre was recently in Michigan participating in the FBI Law Enforcement Conference, Chief of Police Sherman Mortenson of Ann Arbor, Michigan referred to a film made in cooperation with the technicians of the Ford Motor Company and maintained at the Bureau relating to the subject of firearms training. Since the film was made at Ann Arbor and shows members of the police department of that city, Chief Mortenson was desirous of obtaining a copy of this film.

The Bureau is informed that this film has been reviewed by its firearms experts and that a number of technical errors were observed which would make it undesirable to show it with any reflection of Bureau sponsorship and approval.

It is suggested that this matter lie dormant and in the event Chief Mortenson brings it up again, you may interpose no objection to loaning the film temporarily to him for showing locally, after which it should be returned. However, due to the shortage of film material, there could be no copy of this film furnished to him and the Bureau does not approve or sponsor its distribution in any way.

Very truly yours,

John Edgar Hoover
Director

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HEREIN IS UNCLASSIFIED
DATE 3/16/91 BY SP5 JBC~~
#328513

2/12/44 - Approved by Executives' Conf., Messrs. E. A. Tamm, Clegg, Coffey, Glavin, Rosen, Tracy, Acers, Mumford, Hince, Hendon, Carson and J. Tamm being in attendance.

COMMUNICATIONS SECTION

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| FEDERAL BUREAU OF INVESTIGATION |
| MAR 1 1944 |
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February 22, 1944

THE DIRECTOR:

The Executives' Conference, Messrs. E. A. Tamm, Coffey, Glavin, Rosen, Tracy, Acers, Mumford, Hendon, Carson, Q. Tamm and Clegg being in attendance, considered the request of Chief of Police P. J. O'Neill of St. Johns, Newfoundland that he be permitted to designate an inspector from his department to attend the FBI NPA at the next session.

The Executives' Conference unanimously agreed that this request should be granted and if this is approved, there is attached hereto a telegram addressed to Chief O'Neill advising that his candidate will be accepted and furnishing him the date when the next session begins.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC. MR. TOLSON
MR. CLEGG

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- Starke
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- Gandy

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MAR 13 1944

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LAH:mgo

February 3, 1944

THE DIRECTOR

The Executives' Conference unanimously approved the following list of departments to which invitations will be extended for attendance at the Twenty-fifth Session of the FBI National Police Academy:

* Indicates application is not on file for representative.

1. Georgia State Department of Public Safety
 2. Maryland State Police, Pikesville, Maryland (3rd Representative)
 3. Worcester, Massachusetts Police Department*
 4. Greenville, South Carolina Police Department
 5. Marion, Ohio Police Department
 6. University Park Police, Dallas, Texas Police Department
 7. Colorado Springs, Colorado Police Department
 8. Sioux City, Iowa Police Department
 9. New Castle, Indiana Police Department*
 10. Fairbanks, Alaska Police Department
 11. McPherson, Kansas Sheriff's Office
 12. Blytheville, Arkansas Police Department
 13. Upland, California Police Department
 14. Florida Road Patrol, Tallahassee, Florida*
 15. Door County Highway Patrol, Sturgeon Bay, Wisconsin
 16. Somerville, New Jersey Police Department
 17. Pompton Lakes, New Jersey Police Department
 18. New Iberia, Louisiana Police Department
 19. Dutchess County Sheriff's Office, Poughkeepsie, New York*
 20. Newport News, Virginia Police Department (3rd Representative)
 21. Northampton, Pennsylvania Police Department
 22. Sowickley, Pennsylvania Police Department
 23. Kansas City, Missouri Police Department* (3rd Representative)
 24. Virginia State Police, Richmond, Virginia
 25. Saint Louis, Missouri Police Department
 26. Brownsville, Texas Police Department
 27. San Jose, California Police Department
 28. East Saint Louis, Illinois Police Department
 29. Fulton, New York Police Department
 30. Ontario County Sheriff's Office, Canadawana, New York
 31. Saint Clairsville, Ohio, Belmont County Sheriff's Office
 32. Calhoun County Sheriff's Office, Marshall, Michigan
 33. Hancock County Sheriff's Office, New Cumberland, West Virginia
 34. Lawrence County Sheriff's Office, Deadwood, South Dakota
 35. Andrews, South Carolina Police Department
 36. Greenbelt, Maryland Police Department
- Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. McGuire _____
 Mr. Mumford _____
 Mr. Piper _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____
- 1944

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED~~
~~DATE 3/16/94 BY SP5C/PLC~~
 #323013

ORIGINAL COPY FILED IN

FEDERAL BUREAU OF INVESTIGATION

MAR 3 1944

U. S. DEPARTMENT OF JUSTICE

ORIGINAL

37. Baltimore, Maryland Police Department
38. Cambridge, Massachusetts Police Department
39. Mecklenburg County Police, Charlotte, North Carolina

Alternates

1. Gaines County Sheriff's Office, Cominolo, Texas.
2. El Dorado, Kansas Police Department
3. Orlando, Florida Police Department
4. New London, Wisconsin, Police Department
5. Pleasantville, New Jersey Police Department*
6. East Baton Rouge, Louisiana Sheriff's Office
7. Ossining, New York Police Department
8. New Rochelle, New York Police Department*
9. Plymouth, Pennsylvania Police Department
10. Orange, Virginia, Orange County Sheriff's Office
11. Hannibal, Missouri Police Department*
12. Oakland, California Police Department
13. Rock Island, Illinois Police Department
14. Koultras, Georgia Police Department*
15. Delaware State Police, Dover, Delaware (3rd Representative)
16. Moorestown, New Jersey Police Department*
17. Woodbridge, New Jersey Police Department*
18. Waldo County Sheriff's Office, Belfast, Maine
19. Keene, New Hampshire Police Department
20. Gardner, Massachusetts Police Department
21. Wilmington, North Carolina Police Department
22. High Point, North Carolina Police Department
23. Toledo, Ohio Police Department
24. Parrisburg, Ohio Police Department
25. Canton, Ohio Police Department
26. Hutchinson County Sheriff's Office, Berger, Texas
27. Randall County Sheriff's Office, Canyon, Texas
28. Wayne County, Detroit, Michigan, Sheriff's Office
29. Gary, Indiana Police Department
30. East Chicago, Indiana Police Department*
31. LaCrosse, Kansas Sheriff's Office
32. Milton City, Oregon Police Department
33. Madras, California Sheriff's Office
34. Wisconsin Rapids, Wisconsin Police Department
35. Bridgeton, New Jersey Police Department*
36. Ville Platte, Louisiana, Evangeline Parish Sheriff's Office
37. Brownville, New York Police Department*
38. Tulsa, Oklahoma Police Department
39. Donora, Pennsylvania Police Department
40. Las Vegas, Nevada Sheriff's Office*

The Conference unanimously disapproved the Nassau County, New York Police Department because of the attitude of Chief of Police Abram W. Skidmore, who, the Conference was informed, had shown an uncooperative attitude.

000307

The Conference unanimously disapproved the Salt Lake City, Utah Police Department which is under the supervision of Chief of Police Reed E. Vetterli. The Conference felt that the Salt Lake City Police Department should be deferred for the present.

Those present were Messrs. Tolson, Glavin, Tracy, E. A. Tamm, G. Tamm, Coffey, Carson, Nichols, Hendon, Clegg, Mumford and Hince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Tolson
cc - Mr. Clegg

000304

LAW:157

September 16, 1943

THE DIRECTOR

The Executive Conference unanimously approved the attached proposed Field Clerks' Manual, which places into one volume all rules, regulations, and procedures believed to be necessary for field office clerical employees and eliminates the necessity for possession by them of a Manual of Rules and Regulations. The Field Clerks' Manual, as presently constituted, also contains the amendments and modifications in clerical procedures adopted in the past months.

This Manual was reviewed individually by each member of the Executive Conference and comments were submitted by Messrs. Hendon, E. A. Tamm, Coffey, Glavin, Ladd, Nichols, and Acers. The changes suggested by the Executive Conference have been incorporated and all of the members of the Conference approved the Manual.

If approved, the Manual will be printed and distributed to the field.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/16/91 BY SP5 CJP/ce
#323,613

Clyde Tolson
Chairman

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen Mr. Glavin
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

W. R. Glavin
Secretary

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EX-11

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| FEDERAL BUREAU OF INVESTIGATION |
| MAR 14 1944 |
| U. S. DEPARTMENT OF JUSTICE |
| INITIALS ON ORIGINAL |

61 MAR 1944

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LAH:FW

February 24, 1944

SAC, Boston

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/16/91 BY SP5/BJC
#323073

Dear Sir:

With reference to your letter of January 5, 1944, concerning Bureau Bulletin No. 66, sub-heading (F) captioned Stop Notices - Motor Vehicle Bureau, the Bureau is unable to agree with your conclusion that the present regulation with respect to the recording of the placing of stop notices is unnecessary. It appears to the Bureau that no adequate supervision can be afforded the cases involved unless the office of origin checks to see that the leads which it has set out for other offices to place stop notices have been carried out.

The Bureau is very much interested in ascertaining how such cases are supervised in your office without appropriate notification from the office which has placed stop notices. Accordingly, you should furnish the Bureau with this information.

Very truly yours,

John Edgar Hoover
Director

(Approved by the Executives' Conference. Those present were Messrs. Tolson, Glavin, Tracy, Quinn Tamm, E. A. Tamm, Coffey, Carson, Nichols, H. H. Clegg, Hendon, Mumford and Hince.)

COMMUNICATIONS SECTION

FEB 25 1944 P.M.

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66-2554-2417
FEDERAL BUREAU OF INVESTIGATION
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U. S. DEPARTMENT OF JUSTICE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIEDDATE 5/16/96 BY SP5C/16se
#323073

February 15, 1944

CHC:LL

MEMORANDUM FOR THE DIRECTOR

Re: SIS REPORT WRITING

The Executive Conference, Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Glavin, Rosen, Q. Tamm, Ager, Mumford, and Carson being present, considered a suggestion by Mr. Carson that appropriate instructions be forwarded to all FBI Legal Attaches to discontinue submitting investigative reports to the Bureau with regard to information obtained of a purely negative character. It was proposed to the Conference that these instructions to the Legal Attaches should specify that investigative reports should not be furnished to the Bureau relative to inquiries or investigations ending in negative results, unless the Bureau originally requested the inquiry, as, in the latter event, the Bureau, of course, would have to be advised of the results of the inquiry. It was pointed out to the Conference that if the clerical personnel presently assigned to SIS in the field are to keep abreast of the important work, it will be necessary to effect certain streamlining; further, that these reports of an entirely negative character are of no interest or value to the Bureau unless the Bureau originally requested the investigation; that they have to be prepared in the office of the Legal Attache for submission to the Bureau, and that they do nothing at the Seat of Government except clutter up our files. It was suggested, however, that the Legal Attaches be required to prepare memoranda for their own files with respect to any case or investigation on which investigative time was expended, regardless of the negative nature thereof.

RECOMMENDATION

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy

The Conference unanimously recommends that the Legal Attaches be instructed to:

(1) Discontinue sending investigative reports to the Bureau of an entirely negative nature, unless the Bureau originally initiated the inquiry, in which event the report should be summarized as much as possible and practicable under the circumstances of the particular case involved.

Mr. Carson
Mr. Harbo
Mr. Hendon

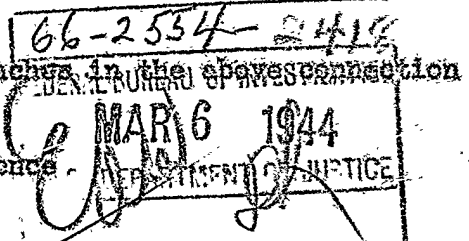
(2) Place appropriate memoranda in their own files with regard to such negative inquiries.

Mr. McGuire
Mr. Mumford

A suggested Memorandum for all FBI Legal Attaches in the above connection is attached hereto.

Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Respectfully,
For the Conference



RETURN DIRECTLY TO SIS DIVISION

55 MAR 7
Attachment

ORIGINAL FILED IN 66-2435-167

J00300

February 15, 1944

CHD:DS

THE DIRECTOR

Re: Living and Quarters Allowances
of SIS Agents

The Executive Conference, Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Glavin, Rosen, Quinn Tamm, Acers, Mumford and Carson being present, considered the matter of Living and Quarters Allowances paid to SIS employees when they are absent from their respective countries of assignment.

It was pointed out to the Conference that the Bureau has in the past followed strictly the State Department's interpretation of the law and regulations promulgated by the Budget Bureau concerning the matter of Living and Quarters Allowances paid in each foreign country. It will be recalled that these allowances are fixed by law with regard to each particular country, and it will be further recalled that they fluctuate considerably between different localities, also depending upon the grade and salary of the employee involved, as well as upon whether the employee is single or has dependents, etc. It was pointed out to the Conference that while the law and regulations do not specifically so state, the State Department has given its own interpretation and does follow the strict practice of discontinuing Living and Quarters Allowances for any employee immediately upon that employee's leaving his or her country of assignment, regardless of the reason for the departure.

It was pointed out to the Conference that the Bureau has in the past followed this State Department rule. The employee in a travel status gets per diem in accordance with the law, but the Living and Quarters Allowance is terminated immediately upon his departure from his country of assignment.

It was pointed out to the Conference that in a few instances it is necessary for an employee to leave his quarters of assignment to proceed to some other foreign country on official business of short duration and thereafter return to the original country of assignment. This would be particularly true with regard to the undercover agents stationed in Honduras where we do not have a Legal Attache. This undercover agent is required to make trips to nearby San Salvador in order to consult with the Legal Attache in San Salvador concerning his work and furnish reports for transmission to the Bureau. Similarly, the Legal Attache in San Salvador is required to make trips to Honduras to see after the undercover man in Honduras.

Tolson
E. A. Tamm
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Corley
Glavin
Ladd
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Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

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DATE 5/16/91 BY SP-1/60

66-2554-2419

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Recently we have, upon rare occasions, instructed agents from certain Latin American countries to proceed to Trinidad for the purpose of participating in the questioning of certain suspects or subjects intercepted aboard Spanish vessels at the Port of Trinidad. These agents lose their Living and Quarters Allowance for the exact amount of time that they are absent from their respective countries of assignment, regardless of the fact that their expenses may be actually heavier for the duration of the trip. Some of the agents have suggested that the Bureau should continue the Living and Quarters Allowance for the duration of such trips of short duration.

Mr. Carson recommended to the Conference that the Bureau continue to follow its procedure, inasmuch as this is the interpretation placed upon the law by the State Department, named by the Budget Bureau as the interpretative department with regard to the law and regulations pursuant thereto. It was pointed out that the agents do not actually suffer any hardship inasmuch as they get per diem while in a travel status regardless of where the travel is performed; also that it would probably be technically illegal to pay an agent a Living and Quarters Allowance designated by law for Honduras while the agent is actually in San Salvador where the Living and Quarters Allowance as fixed by law will probably vary.

RECOMMENDATION:

The Conference unanimously recommends that the Bureau follow its present procedure of discontinuing Living and Quarters Allowances immediately upon any agent's or employee's departing his country of assignment, such to be resumed upon the agent's or employee's returning to his country of assignment, and of course in case of transfers Living and Quarters Allowances for the new posts of assignment will be payable upon headquarters being fixed in the new posts of assignment, which always occurs immediately upon the agent's or employee's arrival therein.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

000299

IAH:JD

February 18, 1944

THE DIRECTOR

The Executive Conference considered the suggestion that the requirement of posting on the back of plant informant cards the dates of recontacts be eliminated.

The question was presented to the Inspectors and approving the suggestion were Messrs. Brantley, Crowl, Harbo and Scheidt. Inspectors opposing the suggestion were Messrs. Gurica and Hendon.

The Executive Conference, those present being Messrs. Tolson, Glavin, Tracy, Quinn Tamm, E. A. Tamm, Coffey, Carson, Nichols, Hendon, Clegg, Mumford and Hines, unanimously recommended that the present policy of posting dates of recontacts be continued on the grounds that otherwise it would be impossible to determine whether the field offices are complying with instructions that plant informants be recontacted periodically.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/16/97 BY SP5U/622

#323013

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin Mr. Tolson
Mr. Ladd Mr. Clegg
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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February 18, 1944

THE DIRECTOR

The Executive Conference, attended by Messrs. Ladd, Glavin, Quinn Tamm, Hendon, Hince, Coffey, Mumford, and Rosen, approved the Bureau Bulletin re-stating our jurisdiction in bribery cases, and pointing out that where bribery complaints had been furnished to Bureau offices by representatives of the OPA, no investigation is to be conducted if an inquiry has been made by the OPA investigators.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

Attachment

cc - Mr. Tolson

W. H. Glavin
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/19/93 BY SP-1/KR
#323813

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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LAH:JD

THE DIRECTOR

February 22, 1944

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/16/92 BY SP-6/KAC
#325813

The Executive Conference was informed that Supervisor E. C. Fitch of the Translation Section had recommended that Bureau translators be given some training in moot court to qualify them for testimony in courts. It was stated that Bureau translators have testified to a limited extent in Federal Courts already and that there may be further appearances.

The Conference was informed that as a result of consultation between Mr. Fitch and the Training Division, a proposed schedule of instruction to cover a total of ten and one-half hours was prepared, to include lecture and demonstration of testimony - five minutes and fifteen-minute practice testifying units for each of the twenty members of the group. This could be handled in two one-hour sessions per week for five and one-half weeks.

The majority of the Executive Conference, including Messrs. Tolson, Tracy, Quinn Tamm, E. A. Tamm, Coffey, Carson, Clegg, Mumford and Hince recommended favorably.

Messrs. Glavin Hendon and Nichols were opposed for the following reasons:

That there does not appear to be any need for such moot court sessions to be held for Bureau translators. The minority of the Conference does not recall any case where any embarrassment has resulted to the Bureau due to the failure of a translator to appropriately testify in court. The court appearances of translators are rare and it is felt that the good secured to the Bureau from such training sessions would not nearly compensate the Bureau for the time spent by the employees attending such training sessions.

It was pointed out by the minority that there are times when stenographers of the Bureau are called as witnesses in court and it appears that such a training course would be just as desirable for our stenographic employees. Glavin stated that he had had the opportunity of witnessing one translator testify in the trial of the eight saboteurs and he made a good impression on the tribunal, handled himself most satisfactorily on the stand, and that he feels that the majority of translators will so handle themselves in testimony.

RECORDED & INDEXED

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Starke
Quinn Tamm
Nease
Gandy

Should the Director approve the majority recommendation, the Training Division will set up the necessary moot court training sessions for translators and will also notify the field as to the training course to be followed for translators in the various Divisional headquarters offices.

cc: Mr. Tolson
Mr. Clegg

Elyse Tolson, Chairman

W. A. Glavin, Sec'y

100296

FBI:AB

THE DIRECTOR

February 24, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Carson, Acers, Clegg, Ladd, Mumford, Coffey, Quinn Tamm and Glavin considered the suggestion submitted by Mr. Larnoyeux that we indicate the time zones on the mailing lists for the convenience of the personnel in the various divisional offices and supervisory personnel at the Dept. of Government who must utilize such mailing lists. Mr. Larnoyeux stated that he believes a time zone symbol can be readily inserted in the mailing list published by the Bureau which would make the local time zone information relative to each office available to every Agent and supervisor.

The Conference does not feel that such a time zone identification is necessary in connection with the mailing lists and recommends against the adoption of the suggestion.

Respectfully submitted, FOR THE CONFERENCE

CC: Mr. Tolson
Mr. Clegg

Clude Tolson, Chairman

W. H. Glavin, Secretary

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Hah/mrb

February 26, 1944

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Tracy, G. Tamm, E. A. Tamm, Coffey, Carson, Nichols, Benson, H. H. Clegg, Mumford, Rosen and Acers, considered and unanimously approved the establishment of ~~a home~~ nursing course for Bureau employees.

For the Director's information, it was suggested that a home nursing course be made available to Bureau employees as an additional extracurricular activity. Mrs. Skilling and Miss Kegg have both received the nurses' training qualifying them as instructors.

It was proposed that the course would be free to employees except for their purchase of a sixty-five cent booklet on the subject of home nursing. The course would last for two weeks, two hours a day.

If the Director approves the suggestion of the home nursing course, the Bureau employees will be authorized to determine how many would be interested in such a course, and thereafter the time and place for the meetings would be determined and submitted. If the course is approved, the same will be scheduled at such a time as to make it on the employees' time, but the instructors, Mrs. Skilling and Miss Kegg, will so arrange their schedules so as to conduct the course during their regular working hours.

Respectfully,
For the Conference

Clyde Tolson
Chairman
RECORDED

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H. H. Glavin
Secretary

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E. A. Tamm
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DATE 1/6/91 BY SP5CJ/ce

#3263, 013

cc: Mr. Tolson
Mr. Clegg

MAR 7 - '44

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FBI
33 MAR 7 1944

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WEG:AB

THE DIRECTOR

February 24, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Carson, Hince, Clegg, Ladd, Mumford, Coffey, Quinn Tamm and Glavin considered a suggestion submitted by SAC Drayton that the Bureau have field offices submit semi-annually an inventory of items on which they have appeared to be overstocked so that there could be a redistribution of such materials.

For the Director's information in so far as non-essential equipment is concerned, this policy is followed on an annual basis. A surplus report is made and when the annual inventory is prepared redistribution of the surplus equipment is made after the full surplus list is secured.

The Conference feels that a list could be secured annually at the same time the inventory reports are received from which an appropriate surplus list could be made and redistribution made from that list.

Should the Director approve, an appropriate communication will go forward to the field concerning the preparation of this particular list on an annual basis.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson, Chairman

W. R. Glavin, Secretary

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/16/81 BY SP-5 JAC/SLK

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Quinn Tamm _____
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cc: Mr. Tolson
Mr. Clegg

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&
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166-2554-3425
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33 MAR 7 1944

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February 23, 1944

HHC:amr

THE DIRECTOR

In the Detroit Police Department, Sergeant Wayne Fornelius, who is quite a showman, was observed by Special Agent P. J. McIntyre to be of outstanding value in teaching traffic safety to children and in teaching police how to appeal to children along traffic safety lines. This officer uses a Charlie McCarthy type of dummy called "Jerry Mossafety". He is quite a good ventriloquist and puts over points on safety, hygiene and patriotism to the children. He participated in the FBI Law Enforcement Conference recently held in Detroit and was one of the outstanding features of the Conference according to Mr. McIntyre. A recommendation was made that he be invited to address the FBI National Police Academy and that a group of children be brought from some school through arrangements with the local school authorities, while this officer puts on his demonstration with the IFA members in the same room to observe his techniques. Thus, teaching the children and the FBI National Police Academy men would be simultaneous.

Since this officer is a subordinate in the department, it was believed that an invitation should be extended to Commissioner Witherspoon of Detroit to appear before the IFA on some suitable subject, and that he be invited to bring Sergeant Fornelius to handle his special feature subject.

This suggestion was approved unanimously by the Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Coffey, Ladd, Rosen, Hendon, Q. Tamm, Nichols, Acers, Carson, Mumford and Clegg.

Respectfully,

FOR THE COMMISSIONER

Eyes.

Clyde Tolson
ChairmanW. E. Glavin
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/16/95 BY SP5 J/1/2

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CC..Mr. Tolson
Mr. Clegg

MAR 7 1944

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MAR 7 1944

000292

LAN:JD

February 17, 1944

THE DIRECTOR

The Executives' Conference considered the suggestion of Special Agent Bernard R. DeCook that the Bureau adopt an additional report status to be known as "Pending Prosecutive Action". This status would be in addition to our present status phrases of "Pending", "Referred Upon Completion to Office of Origin" and "Closed".

Agent DeCook submitted that in some cases a number of reports are furnished to the United States Attorney and the actual investigation has been completed but the case is still shown as "Pending". Accordingly, the United States Attorney takes no action with respect to authorizing prosecution until he is consulted either orally or in writing by the Special Agent in Charge or an Agent. DeCook felt that the status "Pending Prosecutive Action" would automatically call to the attention of the United States Attorney the need for action on his part.

RECOMMENDATION: The Executives' Conference recommends unfavorably upon this suggestion on the following grounds:

1. The United States Attorney would, in all probability, not notice the new type of status. If he did notice it, he would do nothing about it until consulted for a prosecutive opinion by the Agent.
2. This is an additional detail in report writing which does not appear to have sufficient merit to warrant the administrative overhead involved in change in regulations.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Acers _____
 Mr. Carson _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Mumford _____
 Mr. Starke _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

Those present were Messrs. E. A. Tamm, Clegg, Coffey, Carson, Nichols, Mumford, Acers, Rosen, Quinn Tamm, Glavin and Hince.

Respectfully,
 FOR THE CONFERENCE

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 Clyde Tolson
 Chairman

166-2554-3727
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W. R. Glavin
 Secretary

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 DATE 5/20/91 BY SP5C/bce
 #323013

cc - Mr. Tolson
 Mr. Clegg
 9 MAR 7 1944

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02:12a

February 17, 1944

FBI DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Mumford, Rosen, Ladd, Clegg, Acers, Coffey, Carson, Hingo, Glavin and Quinn Tamm being present, considered a suggestion submitted by Robert Ball, Junior, Technical Section, Identification Division employee, who recommended that music be played during the lunch hour of the night force. It was noted by the Conference that there is a maximum of twelve employees assigned to the night force of the Identification Division and that there are no more than approximately seven of these on duty at any one time. The music will not interfere with the work of any Section as it is to be played by an employee who eats his lunch in the building.

The Conference unanimously recommended the playing of music. If you approve, there is attached hereto a letter addressed to Mr. Ball thanking him for his suggestion.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. H. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd Enclosure
Mr. Nichols _____
Mr. Rosen CC: Mr. E. V. Clegg
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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DATE 5/20/91 BY SP5R/bce
#323013

RECORDED & INDEXED

166-2554-246
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JKH:PRS

February 29, 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/28/84 BY SP5/BJE
#323,13

THE DIRECTOR

The Executive's Conference, with Messrs. E. A. Tamm, Glavin, Quinn Tamm, Coffey, Rosen, Clegg, Hince, Carson, Nichols, Acers, Hendon, Tracy and Mumford present, today considered a suggestion submitted by SAC J. B. Little, Buffalo, New York, that he be permitted to mail to each and every member of the American Legion in the Buffalo Division a letter pointing out the assistance which has been rendered the Bureau by members of that organization, soliciting the offer of assistance from the member, and having the member fill out a prepared post card giving his name, residence address, business address, occupation, membership in trade, business, neighborhood and social organizations, and executing an expression of desire to cooperate with the FBI. Mr. Little would then cross index these Legionnaires by block numbers on a map for ready identification so that they could be used as contacts and sources of information.

The members of the Executive's Conference were unanimously opposed to this plan for the following reasons:

In the first place, the Bureau's policy with regard to American Legion contacts has been to evaluate them for development on the basis of the recommendation received from the Post Commander and thereby expend our limited time to the actual development to the point of usefulness of those deemed of most potential value. The system proposed here would allow for no selectivity and, of course, the American Legion, like any other organization, has members who would not be desirable for contact purposes. In the second place, the card proposed for use is of the official folding type and as prepared by the Buffalo Office would have exposed to public view the data called for. This would obviously be most undesirable. In the third place, the Executive's Conference has previously considered the advisability of the use of a map posting informants and sources of information, with a negative recommendation to you in which you concurred. The present suggestion contains no features which would appear to alter the facts which were taken into consideration before in this regard.

If you concur with the recommendation of the Conference, there is attached for your signature a letter to SAC Little.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

157
Respectfully,
For the Conference

C. A. Tolson
Chairman

M. R. Glavin
Secretary

33 MAR 7 1944

61 MAR 7 1944
Attachment

289

March 1, 1944

OST:js

THE DIRECTOR

RE: SUGGESTION
Miss Jeanne T. Lavelle
Clerical Employee
Indianapolis Field Office

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Rosen, Clegg, Coffey, Hince, Carson, Nichols, Acers, Hendon, Mumford and Tracy considered a suggestion of Miss Lavelle of the Indianapolis Office that clerical employees be allowed to attend special agents' conferences.

The Conference was unanimously of the opinion that it would be undesirable to permit clerical employees to attend special agents' conferences and it is pointed out in this connection that many matters are discussed at special agents' conferences which are confidential and should not be communicated to clerical employees. Also there would be considerable waste of time inasmuch as much of the discussion in a special agents' conference and the period allowed for the examination would be wasted so far as the clerical employees are concerned.

In the event you approve the position of the Conference, there is a letter attached addressed to Miss Lavelle thanking her for the suggestion.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

H. R. Glavin, Secretary

cc - Mr. Tolson
Mr. Clegg

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
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Quinn Tamm
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Attachment

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#323,013

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&
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66-2554-111
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33 MAR 7 1944

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THE DIRECTOR

2/19/44

The Executive Conference

Preservation of Evidence
in Major Cases.

The Executive Conference, attended by Messrs. Tolson, Quinn Tamm, Glavin, E.A. Tamm, Carson, Coffey, Acers, Clegg, Ladd, Hurford, and Rosen, considered the attached memorandum with reference to the retention and disposition of evidence obtained in cases handled by the Bureau, following a discussing with Judge Holmoff.

The Conference recommended that a Bureau Bulletin be prepared pointing out that in major cases evidence should be retained until the case is properly disposed of.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

cc - Mr. Tolson

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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DATE 5/20/91 BY SP5W/BCE

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February 23, 1944

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THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Tracy, Quinn Tamm, E. A. Tamm, Coffey, Carson, Nichols, H. H. Clegg, Hendon, Mumford and Rince, considered the suggestion of Special Agent Walter L. Oblinger that Identification Orders be set up so that the description of the subject will appear in exactly the same position as the photograph on the reverse side of the card. This would permit police to cut out the photographs and carry them around in their pockets, with both photograph and description immediately available.

RECOMMENDATION:

The Executive Conference recommended unfavorably on the grounds that it is more desirable for the Identification Orders to be made available on the bulletin boards for investigating officers and then placed in the fingerprint files. It was not believed that the purpose of the Identification Orders would be carried out effectively if they were carried about by individual officers.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Acers _____
 Mr. Carson _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Mumford _____
 Mr. Starke _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

Respectfully,
 For the Conference,

15 INDEXED
 Clyde Tolson, Chairman

66-2554-2432
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W. E. Glavin, Secretary

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HEREIN IS UNCLASSIFIED

DATE 5/20/96 BY SP5CJ/SLC

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February 26, 1944

JKM:PES

THE DIRECTOR

The Executive's Conference, with Messrs. E. A. Tamm, Tracy, Quinn Tamm, Nichols, Coffey, Hendon, Hince, Acers, Carson and Mumford present, today considered a suggestion received in a letter from SAC Pieper which he stated originated with "an Agent of his office" concerning the security of the identity of Bureau confidential informants. The letter pointed out that there has been a tremendous increase in letters between the Bureau and Field Offices in which the actual names of confidential informants appear, that these letters appear to be necessary, and it was therefore suggested that a means be adopted of identifying the informants without including their names. The letter suggests that since the informants are given a symbol number the letters refer to the informants only by symbol numbers so that the actual identity of the person will be available only to those authorized to have such information in the Field Office or at the Seat of Government.

It was the unanimous opinion of the members of the Conference that the present system affords the best security feasible; that if letters and other communications identified the informants only by symbol numbers there would be too great a danger of a typographical error, resulting in action which would cause embarrassment. Furthermore, with our present number of informants for whom symbols are designated, reference to them solely by symbol numbers in letters would cause a tremendous expenditure of time on the part of Bureau officials calling the confidential informant desk to learn the name of the informant and would necessitate the assignment of additional personnel to that desk to handle such inquiries.

If you concur with the opinion of the Conference, there is attached hereto a letter addressed to Mr. Pieper so informing him and also advising him that he should hereafter include in letters of suggestion directed to you the name of the Agent making the suggestion so that appropriate recognition can be accorded the Agent.

Respectfully,
For the Conference

G. A. Tolson
Chairman

W. R. Glavin
Secretary

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Quinn Tamm
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Gandy

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27 MAR 7 1944

Attachment

53 MAR 7 1944

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ALL INFORMATION CONTAINED
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DATE 3/22/79 BY SP5CJ/KSC

#323013

HHC:HD

February 12, 1944

THE DIRECTOR:

The Executives' Conference, Messrs. E. A. Tamm, Coffey, Glavin, Rosen, Tracy, Acers, Mumford, Hince, Hendon, Carson, Q. Tamm and Clegg being present, considered the suggestions of SA E. T. Grassy concerning the use of personally owned automobiles and per diem charges for various Bureau Supervisors who serve as instructors at Quantico.

1. He suggested that the Bureau approve a charge of 5¢ per mile for Bureau Supervisors who use their own cars in going from Washington to Quantico for instructional and official purposes. The Bureau policy is to charge railroad fare. The round trip railroad fair is \$1.54 and 5¢ per mile would amount to approximately \$3.80. Some of the instructors, such as Mr. Grassy, go to Quantico in their own cars two or more times per week throughout the year. When the rule of charging railroad fare was adopted, there were adequate Bureau owned automobiles for the use of the Special Agents and those who drove their own cars did so as a matter of preference. Today, however, Mr. Grassy points out, personally owned cars are used as a matter of necessity and, in fact, as an accommodation to the Bureau. When trains are used, those who appear for 9:00 A. M. lectures, for example, would leave on the 7:45 train which is not due in Quantico until 9:20 A. M. and this train is very frequently quite late. Similarly the trains returning to Washington are frequently late and time is lost unnecessarily from work if the Agents are returning before the close of the day.

The Executives' Conference unanimously favored that 5¢ per mile should be charged when personally owned cars are used between Washington and Quantico.

2. Mr. Grassy pointed out that at present it is the Bureau policy that the person who leaves for Quantico from Washington prior to 8:00 A. M. and who returns after 7:00 P. M. should charge per diem at the rate of \$3.25 per 24-hour day. Some of the instructors, including Mr. Grassy, leave Washington between 6:00 and 7:00 A. M. in their own car, occasioned by the reduced speed limit, and return to Washington arriving between 6:00 and 7:00 P. M. after completing lectures which conclude around 4:00 P. M. Since they do not return to Washington after 7:00 P. M., they are not entitled to per diem for that portion of the day which they are absent. Mr. Grassy recommends, therefore, that the pro ratio per diem allowance be made on the basis of \$3.25 for a 24-hour day provided an Agent leaves before 8:00 A. M. or returns to Washington after 6:00 P. M.

- Tolson
- E. A. Tamm
- Clegg
- Coffey
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Acers
- Carson
- Harden
- Mumford
- Quinn Tamm
- Nease
- Gandy

The Executives' Conference opposed this suggestion since those leaving between the hours included in the suggestion would have but one meal at Quantico and if they are working in Washington there would be but one meal and although there is a slightly higher charge for the meal, 85¢ at Quantico, than some of the Supervisors would pay for their meal at Washington, it was

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felt that this was not a circumstance which would warrant any liberalization of the per diem allowance. This was unanimously disapproved.

A memorandum will be issued based upon the approval indicated by the Director. Mr. Grassy will also be advised as to the decision reached.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC. Mr. Tolson
Mr. Glavin

000283

URG:RJ

February 29, 1944

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Carson, Acers, Clegg, Ladd, Mumford, Coffey, Quinn Tamm, and Glavin considered a suggestion made by Special Agent William G. Biddell while attending In-Service School that the Bureau might desire to consider a specialized training course in camera and motion picture equipment similar to the Sound Training Program.

With regard to the utilization of photographic equipment in connection with important cases in the recent past, Agent Biddell stated that if Agent personnel had been afforded greater specialized training with such equipment, it could be much better utilized at this time.

The Conference is of the unanimous opinion that specialized training courses in camera and motion picture equipment need not be set up at this time. It was pointed out that in the office to which Agent Biddell is assigned, the Buffalo Field Division, there are two well qualified amateur photographers. It was further pointed out that a check has been made from time to time in the past of Agent personnel in the various field divisions possessing photographic training, and it appears that in all divisions in the Bureau there are Special Agents having such training who could be utilized for photographic assignments.

Should the Director approve, the attached communication should go forward to Agent Biddell.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED
Clyde Tolson, Chairman 1944

INDEXED

F. R. Glavin, Secretary

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ALL INFORMATION CONTAINED
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DATE 7/22/74 BY SP-1/KC

cc Mr. Tolson
Mr. Clegg

Tolson
E. A. Tamm
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HHC:ND

February 12, 1944

THE DIRECTOR:

There have been several suggestions made with reference to the maintenance of bulletins by Supervisors at the Seat of Government. It was found recently during an inspection of one of the Divisions of the Bureau that some of the Supervisors were maintaining bulletins by subject filed in a folder appropriately labeled.

The Executives' Conference, Messrs. E. A. Tamm, Coffey, Glavin, Rosen, Tracy, Acers, Mumford, Hince, Hendon, Carson, Q. Tamm and Glegg being present, considered this matter and it was felt that the same rules which apply to the maintenance of Bureau bulletins in the field, as set forth in Bureau Bulletin #63, paragraph G, should apply and in addition, because of the special problems existing at the Seat of Government, those bulletins which a Supervisor feels he needs to retain may be kept in a bound folder or loose leaf binder according to subject matter, since this will probably assist a number of Supervisors. For purposes of clarification and uniformity, the attached memorandum to Seat of Government Supervisors was recommended by the Executives' Conference.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

CC. Mr. Tolson
Mr. Glegg

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ALL INFORMATION CONTAINED
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DATE 5/20/94 BY SP-1/K
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February 23, 1944

LAN:FW

THE DIRECTOR

The San Francisco Office has requested 1,000 8 x 5 printed cards to be used by that office for keeping a record of supplies on hand, the amount ordered, and the amount withdrawn. Such cards have been used in the Bureau's Supply Room and apparently a clerical employee transferred from the Bureau to San Francisco has originated this request.

RECOMMENDATION:

The Executives' Conference unanimously opposed the furnishing of these cards to the San Francisco Office on the grounds that the record is not necessary. It does not appear that there is any reason why a field office should need an elaborate card form system of maintaining information concerning the amount of supplies on hand, received and distributed.

Those present at the Conference were Messrs. Tolson, Glavin, E. A. Tamm, Clegg, Coffey, Carson, Nichols, H. H. Clegg, Mumford and Hince.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference,

Clyde Tolson,
Chairman
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H. H. Glavin
Secretary

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RHC:HD

February 22, 1944

ALL INFORMATION CONTAINED
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DATE 3/28/91 BY SP5CJ/bce
#323,013

THE DIRECTOR:

The Executive Conference, Messrs. E. A. Tamm, Coffey, Glavin, Rosen, Tracy, Acers, Mumford, Hendon, Carson, G. Tamm and Clegg being in attendance, considered the inquiry of SAC Hood of the Los Angeles Office about the extent to which the Bureau will participate in police training schools. The following recommendations were made:

1. That the present requirement that 50 police officers be present in one class before the Bureau will offer its assistance be abolished, particularly since Special Agents are being equipped throughout the field service to handle such conferences, thus limiting the amount of travel necessary to appear before police training schools.
2. That it be the Bureau's policy to urge that when police schools are to be held they should be held by and for the particular police departments; that in the school operated and managed by the department or particular law enforcement agencies, it will be possible for such qualities as loyalty, esprit de corps, enthusiasm for the organization, and other essential qualifications to be acquired by the students, which is less likely when regional, sectional, or state-wide schools are held. In other words, the idea will be to focus attention upon the importance of police schools for individual police agencies.
3. That the Special Agents in Charge be informed at this time of the Bureau's training program, the first phase of which is to equip 75 instructors in the handling of police training subjects and that it shall be the duty and the responsibility of the Special Agents in Charge to dominate the police training field in their territory and that there should be no uncertainty on this point. This would require that they make their contacts so that any schools which are to begin will be aided by the FBI rather than by universities, municipal leagues, state groups, and others.
4. That it be the policy of the Bureau to offer the services of representatives of the Bureau throughout the field to aid the local police departments in preparing a program of training for that particular department.
5. That in preparing the program and listing instructors, the Bureau suggests that local talent on the police department operating the school be used; that nearby NPA Graduates in good standing be considered; that local chiefs and officials in good standing in the general community or area be considered; that the FBI Field Office through the personnel attached to that office offer services consistent with the needs of the department for its training program, making certain that some representative discuss subjects pertaining to the jurisdiction and coordinating responsibilities of the FBI; that on more important and necessary occasions, if the Special Agent in Charge believes it advisable, he can

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communicate with the Bureau to see if some special instructor in specialized subjects, such as Laboratory work, might be available.

6. That the subject of Traffic be given due consideration for inclusion in each police training program with recognized, approved, and cooperative traffic experts in the local areas being considered for the various traffic subjects included.

This program and policy was unanimously approved by the members of the Executives' Conference present and if approved a bulletin will be prepared to this effect.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC..Mr. Tolson
Mr. Glavin

00278

HHC:HD

February 12, 1944

THE DIRECTOR:

Questions arising recently before In-Service School concerning the writing of investigative reports have to do with the determination as to whether investigative reports should be prepared in the form which requires Section 1 and Section 2 in denaturalization cases.

The present requirement is that the organization of the content of reports into Section 1 and Section 2 should occur when a regular criminal type of investigation is being reported. A recent test check made by Mr. Egan showed that of the general investigative types of cases, compliance was now being obtained in approximately 54% of the criminal cases. It was therefore recommended that first the Bureau endeavor to obtain compliance with the existing rule; that the new type of report be prepared in all criminal cases and after the reports are uniformly prepared in these types of cases, then consideration can be given to extending the requirement to denaturalization, Communist - Key Figure, and general informative types of cases. It is believed there should be no expansion until compliance with present requirements is obtained.

This was approved by the Executives' Conference, Messrs. E. A. Tamm, Coffey, Glavin, Rosen, Tracy, Acers, Mumford, Hince, Hendon, Carson, Q. Tamm and Clegg being present.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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33 MAR 7 1944

CC..Mr. Tolson
E. A. Tamm
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53 MAR 8 1944

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February 24, 1944

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Carson, Acers, Clegg, Ladd, Mumford, Coffey, Quinn Tamm, and Glavin considered a suggestion submitted by SAC Drayton of the Chicago Field Division that in the preparation of the annual inventory report no item having a purchase value of less than \$5.00 be included on the annual inventory report.

For the Director's information, the present rule is that no items having a purchase value of less than \$1.00 are included on the annual inventory report.

The Conference, after consideration of this suggestion, recommends that rather than having a \$5.00 limit on unexpendable equipment to be reported in the annual inventory report, that this limit be set at \$10.00 and that no item having a purchase value of less than \$10.00 be included on the annual inventory report.

Should the Director approve the Conference recommendation, appropriate instructions will go forward to the field so that the April inventory report will be properly submitted.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

V. B. Glavin
Secretary

166-2554-2445
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33 MAR 7 1944

Tolson
E. A. Tamm
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cc Mr. Tolson
Mr. Clegg

53 MAR 8 1944

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DATE 5/29/91 BY SP5CJ/bce

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HHC:17

February 21, 1944

THE DIRECTOR

Within the past few months the Bureau approved a recommendation that when a complaint was received from a citizen covering a violation exclusively within the jurisdiction of some other agency, a letter of acknowledgment to the complainant should be written and a copy of this letter, together with the original incoming letter would be transmitted to the appropriate Federal investigating agency for handling. On the file copies of the letter in the field office file would be placed the notation that the original letter of complaint was transmitted to the agency in question.

Special Agent J. A. Sisco in the Security Division suggests that a similar procedure be adopted in the Bureau so as to make unnecessary the typing of incoming letters of complaint when the matters in the letters deal exclusively with cases under the jurisdiction of another agency. The Executives' Conference, those present being Messrs. E. A. Tamm, Coffey, Glavin, Ladd, Mumford, Rosen, G. Tamm, Hendon, Acers, Hince, and Clegg, unanimously approved this suggestion.

If this is approved by the Director, a memorandum to the Sent of Government supervisors and a letter of acknowledgment to Special Agent Sisco will be prepared for the Director's signature.

Respectfully,
For the Conference

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DATE 5/28/91 BY SP5/BJC
#323073

Clyde Tolson
Chairman

W. R. Glavin
Secretary

- Tolson
- E. A. Tamm
- Clegg
- Coffey
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Acers
- Carson
- Harbo
- Hendon
- Mumford
- Starke
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cc - Mr. Tolson
Mr. Clegg

166-2554-2441
FBI
33 MAR 7 1944

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February 23, 1944

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THE DIRECTOR

ALL INFORMATION CONTAINED

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DATE 5/30/91 BY SP5C/bce
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At the present time it is required that Identification Order numbers be shown on the true name card and all alias cards in the field office index. Mr. Hendon suggested to the Conference that this rule be changed. He pointed out that the rule could be abided by satisfactorily when index cards were made up on an Identification Order received in an office which did not have a previous record on the subject of the order. However, in most instances before an Identification Order is issued, investigation has been pending in several field divisions with the result that index cards have already been prepared and are in file. To abide by the present rule, it is necessary when an Identification Order is subsequently issued to pull all of these index cards from throughout the indexes and add the Identification Order number.

There seems to be no purpose served by this requirement, the only reason supporting it being that the Identification Order number might serve as a flag that the person is an important fugitive if a reference were received. However, the index cards are not depended upon in the field in such instances but the file itself is pulled which readily indicates that the individual is the subject of an Identification Order.

The Conference consisting of Messrs. Tamm, Glavin, Quinn Tamm, Rosen, Carson, Hendon, Nichols, Acers, Clegg, Mumford and Coffey unanimously recommended that the rule be changed so that Identification Order numbers will only appear on the true name card in field office indexes and not on the alias cards. If approved appropriate manual changes will be issued.

Respectfully,
For the Conference

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53 MAR 8 1944
cc - Mr. Tolson
Mr. Clegg

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Glyde Tolson, Chairman
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MAR 7 1944
V. R. Glavin, Secretary

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REC-127

February 21, 1944

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/25/96 BY SP5C/lee

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The Executives' Conference, those present being Messrs. E. A. Tamm, Coffey, Glavin, Ladd, Mumford, Rosen, G. Tamm, Hendon, Acers, Hines, and Clegg, considered the suggestion that there no longer be a requirement that Bureau, Departmental, and governmental applicant case files be maintained in field offices under lock and key as a general rule. The percentage of cabinets properly equipped with locks, the great increase in the volume of these types of files, including OGI and other governmental applicants, and the large increase in applicants for positions in the Bureau have presented quite a problem in keeping these files under lock and key, in moving these particular files to cabinets equipped with locks, and transferring other files to unlocked cabinets. Many of the files not required to be under lock and key contain information at least on a par with applicant cases as to the confidential character of the contents. The following recommendations were unanimously made:

1. That when an employee is assigned to a field office the present practice of placing the investigative case file on such employee with the regular personnel file and retaining it under lock and key be continued.
2. That all other applicant files, both Bureau applicant and Departmental and governmental applicant case files be kept in regular numerical sequence among other files with no special requirement that they be kept under lock and key at all times.

If this is approved, a bulletin will be issued accordingly and a special inquiry made by SAC H. K. Loez will be answered in keeping with the Director's approval.

Respectfully,
For the Conference

RECORDED
Clyde Tolson
Chairman
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W. E. Glavin
Secretary

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53 MAR 2 1944
Mr. Tolson
Mr. Clegg

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Q:mlm

March 1, 1944

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Tracy, Nichols, Coffey, Carson, Acers, Mumford, Hince, Hendon and Quinn Tamm being present, considered a request received from Captain C. T. Lundquist of the Provost Marshal General's Office as to whether or not the Bureau would be interested in receiving the fingerprint cards of all persons interned in the Tule Lake Internment Camp. The Bureau was advised that there are 12,200 fingerprint cards for persons over twelve years of age. He stated that the fingerprints were not on the form used by the Bureau and that the cards do not contain plain impressions.

The Conference was advised by the Identification Division that the handling of such fingerprint cards is difficult because of the fact that they are not on the proper form and the forms are not adaptable to the files of the Identification Division. However, the Conference does not feel that the Bureau should refuse to accept the fingerprint cards of the internees. Consequently, it was suggested that a letter be forwarded to the War Department advising that the Bureau would like to have the finger impressions of the persons interned at Tule Lake if such fingerprints are taken on the Bureau's standard fingerprint card.

If you approve, there is attached hereto a letter addressed to Mr. Tolson, Army Service Forces, War Department, Washington, D. C.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

cc: Mr. H. H. Clegg

RECORDED
&
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/20/91 BY SP5/BJE

#323013

166-2554-2444
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33 MAR 7 1944

1944

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file

February 23, 1944

LAH:FW

THE DIRECTOR

The Executives' Conference consisting of Messrs. Tolson, Glavin, Tracy, Quinn Tamm, E. A. Tamm, Coffey, Carson, Nichols, H. H. Clegg, Hendon, Mumford and Hines considered the request of the Newark Office for permission to use a form memorandum for the purpose of obtaining information from Selective Service records concerning 1500 individuals being investigated in connection with Communist matters. The form would provide space for the insertion of the typical information which can be obtained from Selective Service Board files.

The Conference was unanimously opposed to the adoption of the form on the grounds that this type of form tends to restrict the investigative activity of the Agent, tends to routinize the type of information obtained, and may cause important facts not solicited by the form to be omitted.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. H. Glavin
Secretary

Executive Conference

cc - Mr. Tolson
cc - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 3/22/91 BY SP5CJ/bce
#323013

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53 MAR 8 1944

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February 19, 1944

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12/21/81 BY SP-1/16
#323,013

THE DIRECTOR

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The Executive Conference consisting of Messrs. Tolson, Glavin, Tamm, Coffey, Hince, Acers, Hendon, Ladd, Rosen, Mumford and Quinn Tamm considered a suggestion made by Assistant SAC Russell F. Van Landingham of the Knoxville Office during the course of Mr. Hendon's recent inspection to the effect that an Assistant SAC when first reporting to a new office or when first designated be required to attend the first series of FBI Law Enforcement Conferences in the territory. It was pointed out that the Assistant SAC today handles many telephone calls and contacts with law enforcement officers and should be provided an opportunity to become acquainted with them at an early date. The present rules of the Bureau will not permit the absence from the headquarters city of the SAC and the Assistant SAC at the same time.

The Conference unanimously recommends that a newly designated Assistant SAC of an office be required to attend the first series of Law Enforcement Conferences held in the territory accompanying the SAC, making an exception to the rule that the SAC and Assistant SAC cannot be absent from the headquarters city at the same time.

It was further suggested by Mr. Hendon that for the same reasons it would be well for the Assistant SAC to get around the territory during the course of the year. He recommends, and the Conference unanimously approved, that the Assistant SAC be permitted to attend the equivalent of one series of conferences each year. This would be done on a staggered basis so that the Assistant SAC would not be out of the headquarters city except for a very short period of time on each occasion. In other words his schedule of attendance would be arranged so that he would attend a portion of each of the three series of conferences and by the completion of all three he would have visited each of the towns in which they are held. The Conference felt he should not be allowed to attend any more than this.

If the Director approves the above recommendations, it is suggested that the attached bulletin go to the field.

- Tolson
- E. A. Tamm
- Clegg
- Coffey
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Acers
- Carson
- Harbo
- Hendon
- Mumford
- Starke
- Quinn Tamm
- Nease
- Gandy

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

166-2554-2446

27 MAR 7 1944

INDEXED

3 Mar 1944

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URGENT

January 15, 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/24/91 BY SP5/BJK

THE DIRECTOR

323013

ORIGINAL COPY FILED IN 66-1980-7-1811

The Executive Conference consisting of Messrs. E. A. Tamm, Hince, Nichols, Carson, Hendon, Acers, Coffey, Mumford, Tracy, Quinn Tamm and Glavin considered the suggestion submitted by Special Agent Robert E. Lee of the Administrative Division concerning the preparation of monthly automobile reports.

The Conference was advised that at the present time all field offices are required to send in monthly reports on automobiles showing the number of miles driven, gallons of gasoline used and the amount of repairs. From a review of a number of these reports with the view to sending out uniform instructions to the field, it has been noted in a great many instances these monthly reports will appear erroneous with respect to a particular car, inasmuch as the amount of gasoline purchased seems to be inconsistent with the number of miles driven, and other such apparent erroneous figures on repairs and other items are reflected.

However, when analysing the figures over a three or four month period, these errors are compensated since the expenses covering the operation of the various cars are billed within that period of time and reflect that the first apparent error was not in fact an error, but that certain expenditures had not yet been billed by contractors for the particular type of automobile. It was, therefore, recommended by Mr. Lee that the monthly automobile report be discontinued and that a quarterly automobile report be submitted.

The Conference recommends that Mr. Lee's suggestion be approved. The reason for the Conference recommendation for a quarterly report is so that the Administration Division can keep a check on the use to which government owned automobiles assigned to the various divisional offices is being put, to see that no government car is being used so little that criticism could result.

Should the Director approve the Conference recommendation, appropriate instructions will be forwarded to the field.

Respectfully submitted,
FOR THE CONFERENCE OF JUSTICE

INITIALS ON ORIGINAL

Glyde Tolson
Chairman

H. R. Glavin
Secretary

- Tolson
- E. A. Tamm
- Clegg
- Coffey
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Acers
- Carson
- Harbo
- Hendon
- Mumford
- Starke
- Quinn Tamm
- Nease
- Gandy

CC - Mr. Tolson
Mr. Clegg

URG:AB

100269

THE DIRECTOR

March 4, 1944

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/24/91 BY SP5CJ/bce
#323813

The Executive Conference consisting of Messrs. E. A. Tamm, Tracy, Quinn Tamm, Nichols, Hendon, Coffey, Rosen, Mumford, Carson, Acers, Hingo and Glavin considered the suggestion that a part of the Leave Section of the Administrative Division be physically moved to the Armory to take care of the many leave requests there.

It has been recommended that four of the present employees in the Leave Section of the Administrative Division be assigned to office space in the Armory with hours from 9:00 A.M. to 5:30 P.M. and that the necessary leave records presently maintained in this building governing employees assigned to the Armory be maintained there.

The Conference was advised that with a division of the Leave Section it would not be necessary for any of the other divisions in the Bureau to maintain any leave records and that leave records would all be maintained by the Leave Section of the Administrative Division, and any inquiries made could be made to the leave clerks whether they be assigned in this building or in the Armory, that such requests should be channelized through the clerical or Agent supervisory personnel in the various divisions to Leave Clerk in Charge of either the Leave Section in the Department of Justice Building or the Leave Section in the Armory, that in case of an interpretation of Bureau regulations, an appropriate inquiry could be made of the Special Agent Supervisor in charge of the Leave Section.

The Conference recommended that the attached memorandum for all Bureau officials and supervisors at the Seat of Government setting forth the details of the suggested plan for the handling of leave matters be approved for distribution and further recommended that the approval be granted to the splitting of the Leave Section so that offices may be maintained in the Armory as well as in the Department of Justice Building. There is also attached hereto a suggested form for listing daily absences together with the rules to be followed in submitting the daily lists of absences to the Leave Section of the Administrative Division.

Tolson
E. A. Tamm
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Mumford
Starke
Quinn Tamm
Nease
Gandy

Should the Director approve the Conference recommendations concerning the revised handling of leave, the necessary action will be immediately taken.

120
RECORDED
INDEXED
Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

V. E. Glavin, Secretary

66-2554-2448
MAR 6 1944

CC: Mr. Tolson
Mr. Clegg

LBN:RG

000268

2/23/44

THE DIRECTOR

EXECUTIVE CONFERENCE - Clyde Tolson, Chairman
W. R. Glavin, Secretary

Carbon copies of
teletypes used as ticklers

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Carson, Hendon, Acers, Clegg, Mumford, Coffey, Rosen, and Nichols, considered Mr. Patterson's suggestion that carbon copies of teletypes and wires be used by supervisors as ticklers when they so desire.

The Records Section follows the practice of not filing such carbons but holds them in the Routing Unit for thirty days, after which they are destroyed. Accordingly it was felt there would be no objection to the supervisor following a case to hold the carbon copy of the teletype or wire as a tickler, provided the information contained in the wire does not require further distribution.

The Conference unanimously recommended that this procedure be adopted with the proviso that whenever such copies of wires are kept as ticklers, the word "Tickler" be marked on the copy by the supervisor. A memorandum to all Bureau officials and supervisors is attached.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/25/85 BY SP-1/KC

Attachment

CC- Mr. Tolson
Mr. Clegg

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

RECORDED & INDEXED

66-2534-2449
27 MAR 7 1944

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CF:lm

February 23, 1944

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Rosen, Carson, Hendon, Nichols, Acers, Clegg, Mumford, Coffey and Quinn Tamm being present, considered a suggestion submitted by Edward W. Ellis of the Identification Division in which Mr. Ellis suggests that each employee be issued a check book showing the amount of leave which the employee has accrued and in which leave could be deducted as it is taken. He points out in his suggestion that this would enable each employee to keep track of the leave which he is using and would also give the supervisors a quick check of the amount of leave accrued.

The Conference does not feel that this suggestion is at all practical. It would only mean additional bookkeeping and additional records and would not correct any situation pertaining to leave which now exists.

If you approve, there is attached hereto a letter to Mr. Ellis thanking him for his suggestion.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED
&
INDEXED

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure

cc: Mr. H. H. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/20/94 BY SP5C/16ce

#323,013

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33 MAR 8 1944

41 MAR 8 1944

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February 22, 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/20/91 BY SP5/1/42
#323013

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Coffey, Hince, Acers, Hendon, Ladd, Rosen, Mumford and Quinn Tamm being present, considered a suggestion submitted by J. Everett Burke and Stanley Pitt, employees of the Identification Division, regarding the handling of consolidations effected in the non-criminal file.

These employees suggest that rather than prepare jackets on consolidations effected in the non-criminal file, fingerprint cards be listed as to the contributor, the date on which the fingerprints were taken, et cetera. This information would be posted on a single card and the duplicate fingerprint cards destroyed. This would do away with the preparation of a jacket and the maintenance of numerous fingerprint cards reflecting applicant information.

The Conference is unanimously opposed to this suggestion. The proposed system would necessitate additional employees and more work than the actual preparation of a jacket. It was also noted by the Conference that it is not possible for the Bureau to destroy fingerprint cards of this nature without the permission of the Archives.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

If you approve this opinion, there are attached hereto letters to these employees thanking them for this suggestion.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED
&
INDEXED

166-2554-2451
MAR 8 1944

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6/1 MAR 8 1944
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LAW:MS

February 11, 1944

THE DIRECTOR

Those present: Messrs. Tolson, E. A. Tamm, Clegg, Coffey, Glavin, Nichols, Carson, Hendon, Quinn Tamm, and Hince.

The Executives Conference considered the suggestion of Special Agent in Charge Gleason of New Haven that a set of ten or fifteen slides portraying the work of the Identification Division be made available for his use at Law Enforcement Conferences in Connecticut.

The Conference was informed that there is now available a set of thirty-four slides in color, presenting a tour of the Identification Division.

RECOMMENDATION: The Conference was unanimously favorable to a proposal that one-half dozen sets of slides be made up to be available for Law Enforcement Conferences and for exhibition wherever an explanation of the Identification Division work would be desirable. These slides would, of course, also be available for showing in the field to our own employees.

If approved, detailed narratives to accompany the slides will be prepared by the Identification Division.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/20/91 BY SP5 GJ/LS

323013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED & INDEXED

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| 66-2554-2452 | |
| FEDERAL BUREAU OF INVESTIGATION | |
| MAR 8 1944 | |
| U. S. DEPARTMENT OF JUSTICE | |

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Acers _____
 Mr. Carson _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Mumford _____
 Mr. Starke _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

cc - Mr. Tolson
 Mr. Clegg

22

22 1944

ORIGINAL COPY FILED IN 66-9540-32-116

000262

March 1, 1944

SJT:ja

THE DIRECTOR

RE: SUGGESTION
Special Agent George Hymers
Indianapolis Field Office

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Rosen, Clegg, Coffey, Hince, Carson, Nichols, Acers, Hendon, Mumford and Tracy considered a suggestion of Special Agent George Hymers of the Indianapolis Office that the reverse side of the daily reports which presently are used to record the filing of complaints be discontinued and eliminated from the form, the reason being that important cases where complaints are filed would be handled telephonically or telegraphically and in routine cases a memorandum is written and mailed to the SAC.

The Conference was unanimously of the opinion that the reverse side of the daily report should continue to be used for this purpose as well as for other items such as contacts made with law enforcement officers, the ordering of supplies and equipment, and the furnishing of miscellaneous information to the agent in charge.

A letter is attached addressed to Agent Hymers in the event you approve the Conference action.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

U. A. Glavin, Secretary

cc - Mr. Tolson
Mr. Clegg

Attachment

Tolson _____
A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Henderson _____
Hinch _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Mumford _____
Quinn Tamm _____
E. A. Tamm _____
Glavin _____
Clegg _____

56 MAR 9

1944

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66-2554-2453

27 MAR 8 1944

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hho;hd

February 25, 1944

Mr. C. W. Stein
Federal Bureau of Investigation
Federal Building
Anchorage, Alaska

Dear Mr. Stein:

Reference is made to your letter dated February 1, 1944 concerning the maintenance of Bureau and Departmental applicant cases under lock and key.

This matter has been given consideration in connection with a previous similar suggestion and a bulletin will be issued on this matter within the near future.

Very truly yours,

John Edgar Hoover
Director

CC..Mr. Stein, Portland

2/12/44 - Approved by Exec Conf, Messrs, E. A. Tamm, Clegg, Coffey, Glavin, Rosen, Tracy, Acers, Mumford, Hince, Hendon, Carson and Q. Tamm being in attendance.

COMMUNICATIONS SECTION

FEB 26 1944 P.M.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/21/81 BY 334/bce
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58 MAR 15 1944

RECORDED

66-2554-2454
FEDERAL BUREAU OF INVESTIGATION
MAR 7 1944
U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-16263-738

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hmc;hd

February 15, 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/91 BY SP5/6/91
#323813

THE DIRECTOR:

The Executives' Conference, Messrs. Tolson, Tamm, Coffey, Glavin, Nichols, Rosen, Tracy, Acers, Mumford, Hendon, Carson, G. Tamm and Clegg being present, considered the problem involved in connection with the location in the Portland Division of certain employees of the Cryptanalysis Section of the Laboratory. These cryptographic employees located at Portland engage in the deciphering and attempts to decipher messages picked up by the Radio Monitoring Station in that division. These messages are Japanese coded communications.

Mr. Harbo, during his inspection of the Laboratory, discovered that similar work on the same type and, at times, on the same messages was being performed in Washington. It was explained to Mr. Harbo that this duplication of effort to solve the code and decipher the messages was important and necessary. Mr. Harbo accepted this argument but then made inquiry as to whether due consideration had been given to transferring the cryptographic employees now in the Portland Division back to Washington where supervision by Laboratory technicians could be given and particularly in order that there could be controlled and recorded the various attempts to solve the cryptographic communications, and a better coordination thereby effected. It was agreed that (1) the opinion of the Security Division should be obtained and (2) it should be determined from the Special Agent in Charge at Portland if there would be any technical problems involved which would make the transfer back to the Seat of Government unwise.

Mr. Ladd advised it was immaterial to the Security Division whether the cryptographic employees remained at Portland or returned to Washington. He knew of no problem which would make it necessary that the employees be returned to Washington or that they be required to remain at Portland, as far as the Security Division was concerned.

A teletype message was received from the Portland Office advising that the transfer of these employees back to the Laboratory would in no way handicap the operations of the Portland Office or the Laboratory. The benefits from the liaison with the radio staff at Portland are now of minor importance, although they were considerable at the outset. Mr. Kramer further advised that the necessary liaison with the radio staff would be possible through correspondence and no difficulties are anticipated in the event the staff is moved to Washington, and he recommends that this be done.

Tolson
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Starke
Quinn Tamm
Nease
Gandy

RECORDED

This matter was considered at the Executives' Conference on February 15, 1944.

66-2554-2455

MAR 3 1944

U. S. DEPARTMENT OF JUSTICE

EX-11

61 MAR 20 1944

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pointed out that there were certain pending projects at Portland which would make it inadvisable that this staff be moved back to Washington prior to March 1.

The Conference, with the exception of Mr. Glegg, felt that the work being handled by this group at Portland was not duplicating that being handled at the Seat of Government since the fact that different individuals worked to break the same code was not duplication. No advantage whatsoever could be realized through a transfer of all of this personnel from Portland to the Seat of Government since it has been indicated they are receiving good supervision at Portland and their efforts have been entirely satisfactory. It, therefore, appeared to the majority of the Conference that it really did not make much difference one way or the other as to whether these employees were transferred to Washington and the Conference recommends that they remain assigned to Portland where they are established, which would save a material amount for the Government.

Mr. Glegg disagreed with the other members of the Conference, stating that he felt it would be preferable from the standpoint of supervision for these employees to work directly under the control and management of the Cryptographic Section at the Bureau. He, therefore, recommended that they be transferred, with the possible exception of the Chinese doctor whose work could continue at Portland since he was valuable in that area.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Tolson
Mr. Glegg

000258

LTA:127

March 6, 1944

THE DIRECTOR

The suggestion of Special Agent J. Richard Dutto that identical information be printed on both sides of charge-out slips currently in use by the Bureau as a paper saving measure was submitted to the field inspection staff consisting of Messrs. Brantley, Connolly, Conroy, Croul, Drayton, Harbo, Reed, and Schmidt. With the exception of SAC Drayton, the inspection staff unanimously disapproved the suggestion, setting forth the reasons that such a procedure would result in chaos and confusion, little paper would be saved since at present the form is only 3 7/8 inches by 5 1/4 inches, and these forms are presently printed, in the majority of cases, on the unused side of paper which has previously been used.

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Clegg, Rosen, Hendon, Coffey, Mumford, Carson, and Acers, considered the suggestion and the results of the inquiry of the field inspection staff and unanimously approved the adoption of the suggestion.

If the Director approves, a letter will be forwarded to Agent Dutto thanking him for his suggestion and advising him of the Bureau's decision. Such a letter has been prepared.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/21/71 BY SP5/BCE
#323013

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

Attachment

cc - Mr. Tolson
Mr. Clegg

RECORDED
INDEXED

33 MAR 9 1944

66-2554-2456

000257

Glavin

February 17, 1944

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Mumford, Rosen, Ladd, Clegg, Leary, Coffey, Carson, Glavin, Glavin and Quinn Tamm being present, considered a suggestion submitted by Robert Hall, Junior, Technical Section, Identification Division employee, who recommended that music be played during the lunch hour of the night force. It was noted by the Conference that there is a maximum of twelve employees assigned to the night force of the Identification Division and that there are no more than approximately seven of these on duty at any one time. The music will not interfere with the work of any Section as it is to be played by an employee who eats his lunch in the building.

The Conference unanimously recommended the playing of music. If you approve, there is attached hereto a letter addressed to Mr. Hall thanking him for his suggestion.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/24/94 BY SP-6 J/K

#323013

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen OK Mr. H. H. Clegg
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED & INDEXED
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66-2554-247

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| FEDERAL BUREAU OF INVESTIGATION |
| MAR 9 1944 |
| U. S. DEPARTMENT OF JUSTICE |
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ORIGINAL COPY FILED IN 66-1631-8123

55 MAR 22 1944

000256

WRC:r.j

March 7, 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/2/87 BY SP5/6ce
#323,613

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Carson, Hendon, Hince, Acers, Tracy, Quinn Tamm, Mumford, and Glavin considered a suggestion submitted by Robert F. Keefe that the Bureau consider the securing of contributions to purchase a War Plane. Mr. Keefe feels it would be well to set up such a plan between the 4th and 5th War Bond Drive.

The Conference has carefully considered this suggestion and desires to point out that considerable difficulty would no doubt be experienced by the Bureau in successfully putting over such a drive due to the fact that during the past several months we have had several War Bond Drives; we have had the War Community Chest Fund; and we now have the Red Cross Drive, and no doubt in the immediate future the 5th War Bond Drive will begin, and with these drives presently existing it would not be possible to secure the necessary funds to put such a drive over. It is felt that it would be necessary to raise from \$300,000 to \$400,000 to make such a drive a success.

Subject to the Director's approval, there is attached hereto a letter addressed to Mr. Keefe pointing out that the Bureau does not feel that it is possible to sponsor such a drive at the present time.

Respectfully Submitted,
FOR THE CONFERENCE

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

cc Mr. Tolson
Mr. Clegg

Attachment

H. B. Glavin, Secretary

53 MAR 10 1944

RECORDED
INDEXED

166-5554-2458
150 Clyde Tolson, Director
MAR 9 1944

000254

WAG:rj

February 12, 1944

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Mumford, Carson, Coffey, Henge, Hendon, Quinn Tamm, and Glavin considered the problem of furnishing certain information to representatives of the General Accounting Office.

It was pointed out to the Conference by Mr. Glavin that recently representatives of the General Accounting Office had called at Mr. Tolson's Office for the purpose of perfecting arrangements so that the General Accounting Office investigators when calling at our divisional offices in the field would be able to secure the necessary information from our field files.

The Conference was further advised that Mr. Glavin had conferred with Mr. Sam Simon and Mr. Tullis, Mr. Tullis being in charge of the Investigative Staff of the General Accounting Office, on February 12, 1944, concerning this particular matter; that Mr. Tullis pointed out under the law it is necessary for representatives of the General Accounting Office to examine records of the various Government Offices in order to determine the correctness of the financial transactions.

Mr. Tullis pointed out, according to Mr. Glavin, that the General Accounting Office investigators will be checking the United States Marshal's Accounts and there will be noted a record in the account of a certain amount of money being received from the FBI, which money had been turned over to the Marshal in connection with the apprehension of some individual wanted for violation of the federal statutes over which the FBI had primary jurisdiction. The Marshals records may also reflect other valuables being turned over by the FBI in connection with pick-ups as aforementioned.

EX-58

RECORDED

Mr. Tullis of the General Accounting Office stated that when no such entries are recorded in the records of the Marshal, it is necessary for the General Accounting Office investigators to check with the FBI to see that

cc Mr. Tolson

Mr. Clegg

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correct amount is entered on the Marshal's records; and that the only way this verification can be made is by checking the records of the FBI. Mr. Tullis further advised Mr. Glavin that the General Accounting Office investigators are not interested in any way in reviewing any confidential files of the Bureau; that all they are interested in is the verification of transactions such as the aforementioned ones.

Mr. Glavin suggested to the Conference that the Bureau approve a policy in cases of this kind to permit Special Agents in Charge to exhibit to the General Accounting Office investigators the receipt secured by the particular FBI divisional office from the representative of the U. S. Marshal's Office when the fund or other valuable material was turned over to the U. S. Marshal, and further exhibit the receipt of the owner of the funds or other valuable material showing the receipt of such items by the FBI before such items were turned over to the U. S. Marshal. It would therefore be necessary for the Special Agent in Charge upon inquiry by the General Accounting Office investigators to exhibit only our receipt from the subject showing the amount of funds or the items of value taken from him at the time he was taken into custody and then the receipt from the U. S. Marshal reflecting the delivery of the funds and valuable articles to the Marshal.

The Conference was of the unanimous opinion that this would be desirable and recommended that the attached bulletin go forward to the field covering this matter.

The Conference was further advised that Mr. Tullis of the General Accounting Office is interested in securing a copy of our instructions to the field so that he can appropriately instruct his field representatives. The Conference sees no reason why a copy of the instructions attached cannot be made available to Mr. Tullis of the General Accounting Office so that he can appropriately advise his representatives in the field.

Should the Director approve the Conference recommendations in this matter, the attached bulletin should go forward to the Field, and Mr. Glavin will appropriately discuss the matter further with Mr. Tullis of the General Accounting Office and advise him as to the Bureau's action in regard to furnishing him with a copy of our instructions.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

000251

LAH:MW:DJB

December 16, 1943

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, those present being Messrs. Tolson, Lavin, Tracy, Quinn Tamm, Acers, Rosen, Clegg, Gandon, McGuire, Carson and Hince, unanimously approved the following program for the training of field personnel at the Seat of Government during the calendar year, 1944:

February 1 Training School for Seat of Government
Personnel Supervisors on the subject
"Personnel Administration" 1 hour weekly

It was proposed to the Conference, and the Conference agreed, that personnel at the Seat of Government having the duty of supervising personnel should attend a school to be held one hour each week in groups of not more than 20 to receive instruction in the art of handling personnel. Several such groups will be established to take care of all personnel engaged in personnel supervision. The conference method of instruction will be followed. The course will follow the pattern of supervisor training on practical lines, such as is used in industry in the training of foremen. It was agreed that the course would keep away from impractical and highly theoretical instruction, but would be a down-to-earth course in personnel supervision.

| | | |
|---------------------------|--|---------|
| January 31 to February 19 | Training School for Police Instructors | 3 weeks |
| February 21 to March 11 | Training School for Police Instructors | 3 weeks |
| March 13 to April 11 | Training School for Police Instructors | 3 weeks |

The purpose of this course is to provide the field with trained instructors qualified to appear before police schools. 25 Special Agents would be trained in each course, making a total of 75 trained instructors at the conclusion of three courses. A second and immediate purpose for the training is to equip Special Agents in the field to appear before law enforcement conferences and present really educational and worthwhile subject matter.

March 27 to April 15 Firearms Expert School

The purpose of this school is to train additional Special Agents as "Firearms Experts". We have not had any school of this type for several

CC-Mr. Tolson
Mr. Clegg

RECORDED

EX-14

66-2554-2462
FEDERAL BUREAU OF INVESTIGATION
MAR 9 1944
U. S. DEPARTMENT OF JUSTICE

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years and the field is in need of additional Special Agents sufficiently trained so that they may not only instruct, but also put on demonstrations with an exhibition of real skill.

| | | |
|-------------------|---------------------------|---------|
| May 29 to June 10 | School for Assistant SACs | 2 weeks |
| June 19 to July 1 | School for Assistant SACs | 2 weeks |

As indicated, the Assistant SACs would be broken up into two groups to receive two weeks training in recent developments in matters a knowledge of which is necessary to field administrators. Similar to field Supervisors.

| | | |
|------------------|---------------------------|--------|
| May 8 to May 13 | Field Chief Clerks School | 1 week |
| May 15 to May 20 | Field Chief Clerks School | 1 week |

This type of course was recently approved to be held in April, and the only matter cited here was to change the dates.

| | | |
|----------------------|---|--------|
| April 10 to April 15 | School for SACs (NPA graduation-April 15) | 1 week |
| April 24 to April 29 | School for SACs | 1 week |

This school for SACs, divided into two groups, would include three days of firearms training which SACs have not had for some time. The remainder of the week will be devoted to identification, technical, administrative, investigative, and training and inspection matters.

| | | |
|--------------------------|--|---------|
| July 3 to July 8 | Conference of Field Supervisors on Communist Matters | 1 week |
| July 10 to July 22 | Field General Investigative Supervisors School | 2 weeks |
| July 31 to August 12 | Field National Defense Supervisors School | 2 weeks |
| August 20 to September 7 | Field Selective Service Supervisors School | 2 weeks |

GENERAL POLICIES

1. It was unanimously agreed that SACs would not be held over for In-Service Training because the In-Service Training Course will continue with the present curriculum until all Special Agents eligible in the field have had this course. The SACs have already had the course and to take it again would be a duplication of material already received by them.

2. All field investigative personnel coming to Washington for the schools indicated, except the SACs, will be held over to receive In-Service Training on the basis of individual eligibility; that is, those who have not had In-Service Training during the established period would be held over to receive it.

3. It was agreed that the field should be informed by bulletin of the dates set for the various types of training so as to permit the SACs to appropriately plan their Law Enforcement Conferences and other commitments for themselves and other field personnel.

000253

Memo. for the Director

ACTION TO BE TAKEN

If approved, Mr. Glavin will issue appropriate orders instructing field personnel to appear for the schools, all of which will assemble at the FBI Annex.

Respectfully,
For the Conference.

Clyde Tolson
Chairman

OK
H

W. R. Glavin
Secretary

URG: AB

000250

THE DIRECTOR

March 9, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Hince, Quinn Tamm, Nichols, Coffey, Acers, Olegg, Ladd, Mumford, Rosen and Glavin considered a memorandum submitted by Mr. Patterson that the Bureau consider awarding "E" Awards to various units of the Files Section for particularly meritorious performance of duty.

It was suggested by Mrs. Almeda Gunther and Special Agent Brown, Supervisors in the Files Section, that an "E" Award be made available so that when any one of the sub-units meet a certain quota or standard or is completely up to date we give them possession of such an award, same to be placed on their bulletin board or some other conspicuous place and same to remain in their possession as long as they retain in an up-to-date status, and that this award be a gold "E" approximately 8 inches high and of proper width to be mounted on a 10 inch background. Mr. Patterson suggested that we have several of these "E" Awards to be given to approximately 50 sub-units or sections in the event any or all were in an up-to-date condition.

The Conference feels, after careful consideration of the suggestion made by Messrs. Brown and Patterson and Mrs. Gunther, that an award such as this at the present time would be most complicated and with the granting and taking away of the awards, considerable difficulty would be experienced and no appreciable good would result therefrom. The Conference, therefore, recommends against any awards such as this being made at this time. Should the Director approve, Mr. Patterson will be so advised.

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Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

U. R. Glavin, Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
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Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

Mr. Tolson
Mr. Glavin

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THE DIRECTOR

3/7/44

EXECUTIVE CONFERENCE

AR/bv

Expedite Handling of Certain Information

The Executive Conference, attended by Messrs. E. A. Tamm, Carson, Mumford, Coffey, Acers, Hendon, Clegg, Quinn Tamm, Glavin, and Rosen, considered and approved the attached letter to all Special Agents in Charge, instructing them to immediately advise the Bureau and the Office of Origin by teletype when they receive information as to the dangerous or suicidal tendencies of fugitives.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. E. Glavin
Secretary

cc - Mr. Tolson

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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March 7, 1944

THE DIRECTOR

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The Executive Conference, Messrs. Glavin, Clegg, Nichols, Hince, Agers, Coffey, Mumford, Carson, E. A. Tamm and Quinn Tamm being present, considered a suggestion submitted by Miss D. Josephine Gorman, a part-time employee of the Identification Division. Miss Gorman suggests that the music presently being played in the Identification Division be played for a longer period of time. It is noted that the music is played at 4:30 P.M. for approximately five minutes. She suggests that it be played from 4:30 P.M. to 5:00 P.M.

The Conference is opposed to this suggestion and feels that sufficient time is now devoted in the Identification Division to the playing of music.

If you approve, there is attached hereto a letter to Miss Gorman thanking her for her suggestion.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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DATE 7/21/91 BY SPICER
#323213

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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62 - Mr. H. R. Clegg

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March 7, 1944

~~CONFIDENTIAL~~

THE DIRECTOR

The Executive Conference, Messrs. Glavin, Clegg, Nichols, Hince, Acers, Coffey, Mumford, Carson, E. A. Tamm and Quinn Tamm being present, considered a request received from Dennis A. Flinn, Legal Attache, Lisbon, Portugal in which Mr. Flinn suggested that the Bureau transmit to him fingerprint cards [redacted]

The Conference feels that this is a good idea and recommends approval. However, you are advised that the number of fingerprint cards transmitted to Portugal is comparatively small and no fingerprint cards have been transmitted since December 31, 1941. [redacted]

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Respectfully,
For the Conference

~~Classified by [signature]~~
~~Declassify on: OADR 5/21/91~~
323213

Glyde Tolson, Chairman

W. R. Glavin, Secretary

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Coffey _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Harbo _____
- Mr. Hendon _____
- Mr. McGuire _____
- Mr. Mumford _____
- Mr. Piper _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

cc - Mr. R. H. Clegg

RECORDED & INDEXED

66-2554-2464
FBI
33 MAR 15 1944

~~CONFIDENTIAL~~

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3 MAR 13 1944

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WRG:lrd

The Director

March 11, 1944

The Executive Conference

Closing ~~St. Paul~~ Office from Midnight to 8 A.M. Daily

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Clegg, Coffey, Hince, Nichols, Acers, Hendon, Mumford, Tracy and Glavin considered a suggestion received from Special Agent in Charge Rhodes of the St. Paul Division that the St. Paul Divisional office be closed from Midnight until 8:00 A.M. daily.

SAC Rhodes points out that as a result of a week's survey of the office covering the period from February 16 to February 22, 1944, inclusive, it was disclosed that the amount of business coming into the office is not sufficient to warrant keeping the office open between Midnight and 8:00 A.M. He, therefore, recommends that the office be appropriately closed.

There are attached hereto night logs covering the period in question and there does not appear to be any important or urgent matters coming into the St. Paul Office during the period of time this test check was maintained.

The Conference, therefore, recommends that the St. Paul Office be closed from Midnight until 8:00 A.M. daily.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

H. E. Glavin
Secretary

CC - Mr. Tolson
Mr. Clegg

Attachments

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
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March 8, 1944

HHC:HD

THE DIRECTOR:

The Executives' Conference unanimously were of the opinion that it would be agreeable for all Special Agents in Charge and employees of the FBI who are members of the IACP to have their names listed on the IACP mailing list with their addresses at Washington, D. C.

This would make it unnecessary to advise them concerning any change in addresses, transfers, and similar administrative matters.

Those present at the conference were Messrs. E. A. Tamm, Tracy, Mumford, Hendon, Acers, Nichols, Hince, Coffey, Rosen, Q. Tamm, Glavin and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC. Mr. Tolson
Mr. Clegg

OK
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DATE 12/19/91 BY SP5C/BJC

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Mumford _____
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Quinn Tamm _____
Nease _____
Gandy _____

10 MAR 1 1944

*International Address of Chiefs of Police

hhc;hd

February 12, 1944

THE DIRECTOR:

SAC Soucy has suggested that the American Legion index cards be consolidated in Field Offices with the Source of Information index cards. This question was submitted to the Bureau's Inspectors. Messrs. Brantley, Hendon, Harbo and Scheidt were in favor of consolidating these two types of cards although Messrs. Brantley and Scheidt qualified their approval by stating they believed the American Legion index cards should bear a clear indication that they are American Legion and not Sources of Information. This would mean these particular cards would be stamped with a notation "American Legion Contact."

Messrs. Connelley, Crowl and Wily were opposed to the consolidation for the reasons that the American Legion file is revised annually, which would require more time if consolidated with the Sources of Information; Special Agents prefer them to be separate and distinct; and, in order to report on the number of American Legion contacts, the entire Source of Information record would have to be examined which would be more difficult and would take more time. One of those opposed suggested that American Legion contacts should be used more or less exclusively in National Defense Cases.

Members of the Executives' Conference considered this matter and the arguments advanced by the two groups of Special Agents in Charge and Inspectors who held opposing views. Mr. Hendon favored the consolidation of the cards for the purpose of reducing the number of informant and source of information files in Field Offices and this consolidation would reduce the number by one. There are at present in Field Offices, files on Confidential General Investigative Informants, Confidential National Defense Informants, Confidential Plant Informants, and Contacts. Mr. Hendon was also of the opinion that this file would be used more frequently if consolidated.

The other members of the Executives' Conference agreed with Messrs. Connelley, Crowl and Wily that it would be unwise to consolidate the American Legion file with the Source of Information file. There are thousands of these cards and it would take no small amount of clerical time to consolidate them since they would have to be arranged, sub-divided by states, then cities, and arranged alphabetically.

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The majority of the Conference was also of the opinion that Source of Information cards served a purpose similar to a city directory in that it points out to all the Agents the specific place to go and person to call in connection with the regular investigative work. To turn quickly and easily to the source of information file would be a natural thing to do when

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28 MAR 16 1944

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going to any new building or office when there is uncertainty as to just who should be seen. If the large volume of American Legion cards were added, it would make each individual search longer. The American Legion cards represent a special select group of a special type who would be seen for special purposes and there would be no more reason for consolidating these two files than there would be for consolidating the city directory, on one hand, and a special volume listing only a select group of specialists on another. Annually reports are made up on the number of American Legion Contacts and there would be an enormous problem involved in going through the consolidated files to make an inventory of the American Legion contacts separately. The American Legion contacts are used quite largely in National Defense cases while Sources of Information are used generally.

SAC Soucy will be informed of the Director's decision.

Those present at the Conference were Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Rosen, Tracy, Acers, Mumford, Hince, Hendon, Carson, Q. Tamm and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

OK
H
cc. Mr. Tolson
Mr. Clegg

500242

March 8, 1944

hmc:hd

THE DIRECTOR

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The Executives' Conference, consisting of Messrs. Hince, Glavin, Rosen, Coffey, Carson, Nichols, Acers, Mumford, Q. Tamm, Hendon, Tracy and Clegg, considered the problem of the regular class banquet for the FBI-NPA. It was the unanimous agreement that the class banquet should, as in the past, be under the general control and organization of the class with subtle suggestions from Training Division Supervisors; that there would be but one speech and that made by the Director.

It was recommended specifically by the following that we discourage any entertainment in the way of vaudeville acts: Messrs. Hince, Glavin, Rosen, Coffey, Carson, Nichols and Mumford. They were in favor, however, of a moving picture of a first-run type being shown if Mr. Nichols would be able to obtain one. Those opposing the vaudeville acts in the way of entertainment felt these acts were usually cheap and commonplace and prolonged the meeting unnecessarily.

The following were in favor of any entertainment in the way of vaudeville which the members of the class might desire: Messrs. Q. Tamm, Hendon, Acers, Tracy and Clegg. Most of them come from small towns where there is never anything in the way of vaudeville and the class members usually consider this "entertainment."

It was unanimously agreed that, except for the introduction by the class president or toastmaster and the Director's speech, no speech would be made, including the omission of any speech by Judge Holtzoff.

Respectfully,

FOR THE CONFERENCE

RECORDED & INDEXED

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Clyde Tolson
Chairman

W. R. Glavin
Secretary

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I would like to see a banquet with "limited good" entertainment + no speeches.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

CC. Mr. Tolson
Mr. Clegg

46 MAR 13 1944

I favor this view of no speeches by anyone. H.

000241

March 7, 1944

JKM:PES

THE DIRECTOR

The Executive's Conference, with Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Nichols, Coffey, Hince, Acers, Clegg, Rosen, Ladd and Mumford in attendance, today considered a form letter to be used by the field in transmitting to the Bureau information necessary for the preparation of Security Index cards. You will recall that a simplified streamlined system was worked out recently and that appropriate instructions were issued to the field in the new National Defense Manual. This new system obviates the necessity of the field preparing detailed summary reports and briefing pertinent data on the cards and merely requires that a few identifying items be sent to the Bureau by communication so that the cards maintained in the field and the Seat of Government will be identical.

The attached letter has been prepared for use by the field and is believed to be as simplified as is possible and if adopted will save considerable typing time.

If you approve, this form will be prepared and an appropriate supply sent to the field pursuant to the attached brief Bulletin of announcement.

Respectfully,
For the Conference

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DATE 3/21/61 BY 3501/61
#323,013

G. A. Tolson
Chairman

U. R. Glavin
Secretary

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
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Carson
Harbo
Hendon
Mumford
Quinn Tamm
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Attachment

RECORDED
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March 7, 1944

JKM:PES

THE DIRECTOR

The Executive's Conference, with Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Nichols, Coffey, Hince, Hendon, Acers, Clegg, Rosen, Ladd and Mumford in attendance, today considered a suggestion made by Special Agent G. L. Pepple of the Los Angeles Office while at In-Service School that the staff at the Seat of Government prepare for dissemination to the field abstracts of statements made by subjects of investigations in sedition cases which have been adjudged by the Department or by the courts as seditious. He based this request on the explanation that the Agent in the field has no clear-cut idea whether a particular statement is seditious or not when he receives a complaint and begins his investigation.

Bureau Bulletins and the Manual not only set out the statutes applicable in sedition matters, but in so far as possible explains to the field the problem involved in determining whether the statutes have been violated by any particular act on the part of a subject. You will recall the Department has advised that it cannot define what constitutes sedition, since such a determination can be made only by considering the words used in the light of the circumstances present at the time, i.e., identical words uttered or published under one set of circumstances to an individual might be considered in violation of the statutes, whereas the same words uttered or published to the same individual under other circumstances would not. The staff at the Seat of Government, therefore, has no more clarification to offer than is already available to the field, and as is pointed out in instructions already issued to the field and in lectures to training classes it must remain a matter of judgment on the part of the Agent whether there is any basis for possible prosecution to justify an investigation.

The instructions also point out that such cases are in all instances submitted to the Department for an opinion as early in an investigation as possible so as to avoid unnecessary investigation. To merely abstract cases previously adjudged seditious would undoubtedly be most misleading to the field, and to thoroughly digest all instances with which we have had experience would result in such a voluminous treatise that it would be much simpler for the Agents to personally examine the annotations in the statutes and the cases which they already have available to them. It was the unanimous opinion of the members of the Conference who were present that the suggested undertaking would not only not be justified but might very probably lead to more confusion.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

If you concur with the conference, there is attached hereto a letter of acknowledgment to Special Agent Pepple. RECORDED & INDEXED

Respectfully,
For the Conference

G. A. Tolson
Chairman

W. R. Glavin
Secretary

Attachment
MAR 17 1944

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FBI
33 MAR 16 1944

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DATE 12-08-2010~~CONFIDENTIAL~~

March 15, 1944

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Declassify on DATE 3/21/91
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WHERE SHOWN OTHERWISE.~~

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Mumford, Ladd, Clegg, Acers, Hince, Coffey, Tracy, Quinn Tamm, Glavin and Nichols considered the following procedures in the Records Section:

When the ~~SIS~~ Division was organized a 64 classification was given to all Latin American matters. Mail coming in was broken down into ten categories and filed in ten special files as follows: Espionage Activities, Sabotage Activities, Political Activities, Economic Conditions, Propaganda, Social Conditions, Foreign Funds, Military and Naval Affairs, Subversive Activities and Plant Surveys. In addition where we had a specific case involving espionage or any other matter, copies of all reports pertaining to that one specific matter were placed in a case file.

With the extension of our activities into the European theater, a uniform system is necessary in handling all mail pertaining to foreign activities of the Bureau and accordingly the following procedures were unanimously agreed upon and recommended by the Conference:

1. The 64 classification hereafter will be extended to all material emanating from Bureau agents in foreign fields. This of course does not include Alaska, Hawaii and San Juan.

2. The breakdown will be given to 64 mail from the European theaters that is presently being given to mail from Latin America.

3. In so far as possible, everything on one individual or on one case or on one organization will be placed in case files pertaining to that individual case or organization, bearing a 64 classification. * e. g., if there is an espionage case in Lisbon and data is submitted to the Bureau about this case, it will be given a 64 classification. If on the other hand we have an espionage case in the United States which has been given a 65 classification and material comes in from a European theater on it, this material will be placed in the main case file bearing the 65 classification. Further we will endeavor to have one general file on the German Abwehr and material coming in from all sections of the world will go into that one general file. The

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Records Section will of course have to have the guidance of Supervisors who should ask the Records Section to open separate case files on given individuals and organizations when they deem it necessary.

4. At the present time a supplementary index is maintained in Division 5 on all foreign agents in Europe. This index is in very good order and for example behind a main guide card in Germany there is a 3 x 5 card of all German spies. In the Records Section a similar supplementary index is maintained on the tan breakdown setup we have in South America. This index is based upon serial ones, i. e., a serial comes in showing a foreign agent in Brazil. In the Records Section there is no way of keeping up with the travels of this agent should he go from Brazil into Argentina, into Colombia, etc., and after conferring with Mr. Ladd, members of the SIS Division and Division 5, it is felt that this supplementary index is not a Records Section function. It is in the nature of a tickler which should be available where the Supervisors are and accordingly it will be assigned to the SIS office. The Records Section will transfer one girl who spends about two hours a day in keeping this index up as it will take more time to keep it up in the SIS section as it will be more up to date and more complete at all times.

5. Announcement will be made to all Supervisors as to the types of indices and how to use them. This will be covered by Mr. Nichols at the next Supervisors Quarterly Conference.

6. Whenever lists of names or books containing names are received they should be transmitted to the Records Section by cover memorandum outlining the book or list of names.

7. All new Supervisors should be given a special one day training course in the File Room so that they will be fully cognizant of the procedures and will know how to explain various matters to the Records Section in order to get the best possible service. Mr. Glavin was opposed to this one day training feeling it was unnecessary.

Respectfully,
For the Conference

Clyde Tolson
Chairman

F. A. Glavin
Secretary

Check with Guynes
& if he approves I
will "O.K." it
H.

CC - Mr. Tolson
Mr. Clegg

~~CONFIDENTIAL~~

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ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/24/91 BY SP5/KW

4323,013

February 23, 1944

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Carson, Acers, Glegg, Ladd, Humford, Coffey, Quinn Tamm, and Glavin considered a suggestion submitted by Special Agent Paul H. Raines during his attendance at In-Service School.

Agent Raines suggested to Supervisor Wayne Murray that the delinquency period for Selective Service Cases be raised from 45 days to a minimum of 60 days. Agent Raines pointed out that after a Selective Service complaint is received in the particular field office, form letters are directed to the delinquent at his last known address, his place of employment, and to the person listed as the one who would always know his whereabouts prior to any investigative work being conducted. Agent Raines advised it takes approximately one to two weeks before these letters are returned, and then the case is assigned to the Police Department for investigation. Agent Raines indicated it takes approximately 30 days for the police to submit a report and after the police have submitted a report it is assigned to an Agent; therefore, a minimum period of approximately 45 days had elapsed before the case is assigned to an Agent and is therefore delinquent at the date of assignment. Agent Raines felt that because of these procedures there are many delinquent Selective Service Act Cases which makes the delinquency of an office high and was no fault of the Agent but merely the administrative handling of the Selective Service Cases and the delay in submitting reports by the Police Department. Agent Raines suggested, therefore, that the delinquency period be raised from 45 days to 60 days, which would allow an extra 15 days for an Agent to handle the case, conduct his investigation, and submit his report.

The Conference wishes to advise that this matter has been considered on a number of occasions by the Conference, and it was of the opinion that in view of the fact that this would be an exception to the rule of 45 days, it would cause considerable difficulty in the field, and confusion would no doubt arise in the preparation of their reports due to the differences in the delinquency of certain types of cases.

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cc Mr. Tolson

Mr. Glegg

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The Conference further wishes to advise the Director that when it is felt desirable to spread the delinquency from Delictive Service to regular delinquency, this can be done and has been done in the past by the Chief Clerk's Office without considerable difficulty.

The Conference therefore recommends no change in the Bureau's present delinquency rule. If the Director approves, the attached communication should go forward to Agent Rained at this time.

OK
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Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

J. B. Glavin
Secretary

Attachment

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#323,13

March 15, 1944

LEW:DW

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Eason, Mumford, Ladd, Clegg, Acers, Coffey, Quinn Tamm, Tracy, Hines, Hendon, Glavin and Nichols considered the recommendation of Mr. Nichols that the forms submitted by the Provost Marshal General's Office and other Government Departments for name searches no longer be indexed and filed.

It was pointed out to the Conference that in the past two years, a total of 223,000 such forms had been received. A total of 223,000 of these have been indexed, recorded and placed in one general file, 100-22, after the Executive Conference and the Director had approved the procedure. We have on hand at the present time awaiting indexing 600,000 forms and we are receiving new forms at the rate of approximately 1,000 per day. The indexed forms now occupy 20 file cabinets. The unhandled and unindexed occupy 31 file cabinets. We have simply not been able to index the 600,000 forms due to the shortage of personnel and the need of handling current work. It required the services of four employees to handle the 1,000 forms a day. It would require sixteen employees six months to clean up the backlog of 600,000 forms.

The question arises as to whether the assignment of this personnel is justified and is worth the benefits to be derived. For the Director's convenience there are attached hereto sample forms. The forms do have complete biographical data on the individual. In some instances it would cost thousands of dollars of investigative time to get this material if it were needed. In other cases to put our fingers on this material in a hurry could conceivably be worth hundreds of thousands of dollars to the Bureau. An 18-day survey was made on the use of the forms. During the 18 days, there were a total of fifteen requests for the files containing the 223,000 names which had previously been indexed. In each instance the Supervisors were contacted after they had reviewed the files to ascertain whether the contents were of any value to them. In each instance it was found that the Supervisor made no use of the material set forth in these forms. Also a check was made against the 2,000 names of fugitives in our fugitive review project. Three references were found among the 2,000 names on forms which were actually on record. In each instance we either had the information in our files which was contained on the form or the information was of no value whatever.

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Accordingly, it is the conclusion of the Records Section and the recommendation of Mr. Nichols to the Conference that we discontinue indexing and recording the 650,000 forms that have now been accumulated and that we discontinue and do not record the thousand forms or so which come in each day.

Messrs. Glavin, Ladd, Mumford, Ladd, Clegg, Acers, Coffey, Quinn Tamm and Tracy were of the opinion that we should continue to index and record the forms. They felt that the material contained therein was of potential value in the investigation of cases.

Messrs. Tolson, Hendon, Lingo and Nichols were opposed to the continuance of the recording and indexing of these forms. Those in the minority admit that there is a potential value but if we are to continue this project it will be necessary to assign sixteen additional employees to the Records Section and it is not felt that the cost and the shortage of personnel justify the continuance.

Sincerely,
For the Conference

Clyde Tolson
Chairman

W. D. Glavin
Secretary

cc - Mr. Tolson
Mr. Clegg

100233

HHC:BG

March 14, 1944

THE DIRECTOR

Those present: Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Tracy, Carson, Mumford, Coffey, Acers, Rosen, Quinn Tamm, Glavin, Hince and Clegg.

The Bureau recently approved a recommendation that a laboratory technician appear during the course of the year at each of the principal FBI Law Enforcement Conferences to put on a demonstration of laboratory work and to discuss the facilities available in the Laboratory for law enforcement officers. SAC Guerin feels that it would be desirable in the Detroit Division for a laboratory technician to appear before all nine of the conferences scheduled in that division, instead of two or three of the conferences expected to be more largely attended.

Mr. Glavin and Mr. Tracy were opposed to this suggestion, feeling that it would be satisfactory for a laboratory technician to appear at two or three of these conferences and for the Special Agent in Charge or other agents present to repeat the laboratory instructor's lecture at the smaller conferences. Due to special and peculiar situations in Michigan, including relations with the Michigan State Police, Don Leonard, John Bugas and the recent development at Hartford, Michigan, it was believed advisable by all other members of the Executives' Conference that a laboratory technician appear at each of these nine meetings to be held from May 9 to 19, 1944.

If this is approved, there is attached hereto a letter addressed to the Detroit office advising that a laboratory technician will be present at each of these meetings.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12/12/84 BY SP5/BJC
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Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

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W. R. Glavin
Secretary

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cc-Mr. Tolson
Mr. Clegg

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*Police Conferences

55 MAR 20 1944

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ENCLOSURE

March 15, 1944

THE DIRECTOR

Some weeks ago a U. S. District Judge from Indiana who is the father-in-law of one of the Special Agents assigned to the Newark Office was temporarily assigned to conduct court sessions in Newark. The Bureau gave authority for this Judge to conduct ~~most~~ court sessions for the benefit and training of the Agents in the Newark Office. On February 24, the Newark Office advised that this District Judge, William F. Smith, was now conducting such most court sessions in the courtroom at Newark and favorable comment was made by SAC Leke concerning this type of training.

In the meantime, Mr. Nichols had received a telephone call from a newspaper correspondent inquiring about this procedure in Newark, and Mr. Nichols expressed the opinion that it would be undesirable for any publicity to get out that Federal Court Judges are training Bureau Agents. This might indicate that Agents are so poorly prepared that the Judges had taken it upon themselves to try to train them and it further might cause a feeling to prevail especially among the Defense Counsel that this was developing too close a relationship between the investigator and the Judge.

All members of the Conference favored a continuation of this practice, except Mr. Nichols, the majority feeling that it was a good idea, and although there should be no publicity sought, if any did occur it would not be considered undesirable as it would show the Bureau's willingness to learn and eagerness to cooperate with the courts. Those present at the Conference were Messrs. E. A. Tamm, Coffey, Rosen, Nichols, Tracy, Glavin, Mumford, Harbo, Acers, Hince, Quinn Tamm, and Clegg.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/21/96 BY 892/Kee
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Respectfully,
For the Conference

Epc.

Clyde Tolson
Chairman

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W. R. Glavin
Secretary

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33 MAR 18 1944

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cc - Mr. Tolson
Mr. Clegg

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March 15, 1944

THE DIRECTOR

The Executives' Conference, consisting of Messrs. E. A. Tamm, Coffey, Rosen, Nichols, Tracy, Glavin, Mumford, Harbo, Acers, Hince, Quinn Tamm, and Clegg, considered the recommendation for the destruction of old record sheets of meals charged and collected for at Quantico. It has been the practice to retain these sheets showing a tabulation of all the meals consumed and paid for during the course of a month. As a result of a recent audit, specific inquiry was made by the Training and Inspection Division of the Accountant conducting the audit as to the necessity of retaining these sheets.

The Accountant Auditor recommended that all the old sheets be destroyed with the exception of the sheets for the month immediately preceding the month in which the audit was conducted. In other words, after the audit is conducted in January, 1944, all the old sheets can be destroyed prior to December 1, 1943. The Accountant's work sheets and report will provide all necessary information to permit an efficient continuation of the audit on this basis.

The Executives' Conference unanimously agreed with the recommendation of the Auditor.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. E. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

Date 5/21/94 BY SP-6/PC
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cc - Mr. Tolson
Mr. Clegg

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March 16, 1944

THE DIRECTOR

Those present: Messrs. E. A. Tamm, Carson, Mumford, Coffey, Acers, Hendon, Rosen, Quinn Tamm, Glavin and Clegg.

At the invitation of Mr. Wilbur Smith, Mr. Hince recently inspected the traffic facilities of the Yale Bureau for Street Traffic Research at Yale University. This is the same organization which at one time was headed by Dr. Miller McClintock; now Mr. Theodore Watson is Director and Mr. Wilbur Smith is Associate Director. This research bureau is financed through the Treasurer of Yale University. They have a splendid building devoted to the subject of transportation. Each classroom has adjacent to it sitting rooms and lounges as well as instructors' room and all the rooms have adjoining dining rooms and kitchen facilities. The training done and postwar training contemplated has to do primarily with the training of traffic engineers, that is, those who plan city highway systems and decide upon the type of routing, lighting, traffic signs and similar traffic control devices.

The Bureau has been requested by Mr. Watson and Mr. Smith to participate in their course of training by furnishing visiting instructors from the FBI, preferably from Washington, to discuss some of the enforcement problems with the traffic engineers who are studying there. Among the specific subjects on which they desire Bureau instruction are (1) Public Administration; (2) Law Enforcement Organization and Administration; (3) Elementary Principles of Law Enforcement; and (4) Police Relationships.

At present, Mr. Wilbur Smith comes to Washington three times a year for a minimum of three weeks to supervise the training of NPA students on traffic matters. He is doing a good job. Mr. Watson also appears on the program and they are reimbursed on the basis of actual expenses in the same manner as other visiting instructors.

Under the arrangement whereby the Bureau would furnish instructors to Yale University in the manner described, there would be no compensation or expenses given to FBI instructors and in return the Bureau would not pay Yale instructors any fees or expenses for coming to Washington.

The Executives' Conference considered this matter and it was unanimously agreed by those present that this would be a splendid arrangement for the exchange of instructors, which might also be eventually extended on an exchange basis to other schools and universities. If approved, Mr. Watson

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DATE 5/21/91 BY SP-6/KAC

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Conference

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Memo. for Director

and Mr. Wilbur Smith will be informed. This is an entirely satisfactory and acceptable arrangement *to them.*

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Tolson
Mr. Clegg

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Glavin

March 16, 1944

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nichols, Tracy, E. A. Tamm, Carson, Coffey, Hince, Acers, Clegg, Ladd, Mumford and Quinn Tamm being present, considered a suggestion submitted by Mr. Quinn Tamm that the Identification Division revert to its previous practice of answering all fingerprint cards which are received for search.

For the past three years because of the tremendous volume of work and the emergency condition which existed in the Identification Division, fingerprint cards of applicants which have been received and have not been identified have not been answered. The suggestion now is that all fingerprint cards be answered.

The Conference was advised that, based on the present volume of work being received in the Identification Division, it will be possible without additional employees to handle the answering of non-ident applicant prints. It is felt that this will enable the Bureau to render a better service as far as the Identification Division is concerned. The condition that exists now, especially where persons are fingerprinted for pistol permits or as applicants in local law enforcement agencies, is that the contributor has no indication that the individual does not have a criminal record unless a period of at least thirty days to six weeks elapsed prior

Mr. Tolson assuming that the Bureau is not going to answer the card.

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

The Conference, with the exception of Mr. Clegg, believes it would be advisable at the present time to start answering all fingerprint cards which are received.

Respectfully,
For the Conference

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Glyde Tolson, Chairman
23 MAR 18 1944

U. R. Glavin, Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 12/19/91 BY SP-6/KUP/66

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March 14, 1944

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Coffey, Hince, Carson, Ladd and Acers, considered a suggestion submitted by Special Agent Peter D. Burgess.

Agent Burgess suggested in those cases which are closed without reports or memoranda being submitted to the Bureau, abstracts be prepared by the field office and sent to the Bureau in order that the names appearing therein can be indexed by the Bureau.

The Conference unanimously recommended that Agent Burgess' suggestion be disapproved. It was realized that some names could not be indexed when the policy was adopted permitting certain cases to be closed without reports.

If the Director approves the Conference's recommendation, a letter to Agent Burgess has been prepared as advising him.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

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27 MAR 18 1944

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REC-17

March 15, 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/21/91 BY SP5CJ/bee

THE DIRECTOR

#338013

Western District, New York

Relations between the U. S. Attorney at Buffalo, Mr. George L. Grobs, and the Buffalo Office have not always been too friendly. The recent inspection of the Buffalo Office shows that apparently at the request of the U. S. Attorney a special form was being used to present cases to the U. S. Attorney for an opinion as to prosecution. A copy of this form is attached hereto. It shows the place, date, title, and character of the case, a brief narrative of the offense charged, the name of the Agent, a small table to show that prosecution is either authorized, declined, or opinion withheld, and space for the reason, which is followed by the signature of the U. S. Attorney. During the inspection, Mr. Grobs stated that he liked this form very much and indicated he would like to see it continue. Mr. Harbo was of the opinion that in view of the existing relations between the Buffalo Office and the U. S. Attorney, it would be desirable to continue this form and, therefore, no instructions were left with the SAC relative to its use.

The Executives' Conference considered this form and felt that if it were adopted in Buffalo there would be equal justification for its adoption elsewhere, but it was felt that this form should not be utilized or authorized. The report should speak for itself and the Bureau should not permit its Special Agents to select from the report a brief narrative of the facts on which the U. S. Attorney is to base his opinion. Frequently decisions of U. S. Attorneys are obtained orally, but this form would seem to make it mandatory that a decision of the U. S. Attorney be preceded by a special form prepared in order to obtain the U. S. Attorney's decision. This also requires unjustifiable work.

Members of the Executives' Conference, those present being Messrs. E. A. Tamm, Coffey, Rosen, Nichols, Tracy, Glavin, Mumford, Harbo, Acers, Hince, Quinn Tamm, and Clegg, were unanimously of the opinion that this form should not be used and the Buffalo Office should be instructed to discontinue its use. If this is approved, attached hereto is a letter to the SAC at Buffalo to this effect.

Respectfully,
For the Conference

Clyde Tolson
Chairman

U. R. Glavin
Secretary

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cc - Mr. Tolson
Mr. Clegg

9 MAR 20 1944

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March 10, 1944

THE DIRECTOR

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The Executive Conference, Messrs. Tolson, Glavin, Nichols, Tracy, E. A. Tamm, Carson, Coffey, Hince, Acers, Clegg, Ladd, Mumford and Quinn Tamm being present, considered a suggestion submitted by Paul Koester, a Technical Section employee, in which Mr. Koester suggests that a duplicate index file be prepared on fingerprint cards of the United States Army. Mr. Koester feels that the Bureau will receive numerous inquiries based upon serial number alone and that a serial number file should be maintained in the Identification Division.

The Conference is unanimously opposed to this suggestion. It is felt that the duplicate file would serve absolutely no purpose nor is it necessary. Inquiries received concerning Army prints are usually received by name and serial number. If the name is given the fingerprint card under the present index system can be located. hp

If you approve, there is attached hereto a letter to Mr. Koester thanking him for his suggestion.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
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Mr. Rosen _____
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Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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Enclosure

cc - Mr. H. H. Clegg

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

166-2554-2481
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RECORDED & INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/24/97 BY SP-1/bse
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28 MAR 20 1944

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THE DIRECTOR

March 18, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Quinn Tamm, Carson, Coffey, Hince, Acers, Clegg, Ladd, Mumford and Glavin considered a memorandum submitted for the attention of Mr. Clegg by Mr. Hince concerning the uniformity in the handling of tardiness cases. Mr. Hince has recommended to Mr. Clegg that the following tardiness should be excused:

1. In Share-the-car-cases. It was pointed out to the Conference that there are times when an employee, who is a member of the share-the-car plan, will be tardy due to no fault of his own or due to the fact that the driver of the car did not show up to transport the employee to work on that particular morning. The Conference was of the opinion that tardinesses of no more than 2 times a month for this cause should be excused, that after the second tardiness the employee be advised that future tardiness for this reason will not be excused and that a recommendation be made at that time to the employee that new arrangements be made by the employee to proceed to work.

2. Lateness of the maid. It was pointed out to the Conference that certain Bureau employees having small children at home must depend on the maid arriving at the home in time for the employee to leave for work and that there are some instances when the maid does not arrive on time necessarily causing the employee to be late. The entire Conference feels that in cases of this kind, emergency annual leave should be granted and it should not be considered as a tardiness. It is further felt that the emergency annual leave in such cases should not be granted more than twice in a six month period unless there is some special reason why emergency annual leave should be granted in additional instances.

3. Mechanical Failure of an alarm clock. Mr. Hince stated that the supervisors considering this matter stated that the mechanical failure of an alarm clock should be an excusable tardiness. The entire Executive Conference is not in agreement and recommends that the mechanical failure of an alarm clock be not considered as an excusable tardiness.

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ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/21/84 BY SP5CJ/KCE

#323013

MEMORANDUM FOR THE DIRECTOR

- 2 -

4. New residence - unfamiliar bus route - first time only. Mr. Hince stated that the supervisors' conference had recommended that when an employee moves to a new part of town and is tardy and on the first morning after moving, it will be an excused tardiness. The entire Executive Conference recommends that such a tardiness be not considered as an excusable one.

5. Traffic tie-up. The Conference feels in a traffic tie-up that if such occurs due to inclement weather or power failure and other like causes, the employee should not be penalized for such tardiness since the tardiness was brought about by a situation beyond the control of the employee.

It was pointed out to the Conference that the supervisors' conference of the Identification Division, which was attended by Mr. Hince and which resulted in his submitting the memorandum on this subject, considered the following tardinesses should not be excused: oversleeping, recurring alarm clock failures, traffic tie-ups when the employee did not allow fifteen minutes leeway, and tardiness due to difficulty in obtaining an elevator in the Justice Building.

The Conference feels that oversleeping and recurring alarm clock failures should not be excused. With reference to the traffic tie-up, elevator stoppage and failures for buses to stop, the Conference feels that these are tardinesses which must be given consideration in each individual case and so recommends to the Director. Should the Director agree with the Conference recommendation concerning such tardinesses, all Assistant Directors will be advised immediately so that uniformity of procedure can be established.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

U. E. Glavin, Secretary

OK

cc: Mr. Tolson
Mr. Clegg

000220

February 18, 1944

LAH:FB

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DATE 5/22/91 BY SP5C/KE
#323,073

THE DIRECTOR

The Executives' Conference considered the proposal that there be included in the National Police Academy course a curriculum of one week's training in Juvenile Delinquency Prevention. The Conference favored the suggestion and considered the following program:

| <u>SUBJECT</u> | <u>TIME</u> | <u>INSTRUCTOR</u> |
|--|-------------|------------------------------------|
| 1. Analyzing the Problem | | |
| a. From the viewpoint of law enforcement | 1 hour | Mr. Clegg or Mr. Hince |
| b. Statistically | 2 hours | Mr. Harbo or Mr. Leonard |
| (This is to include also a discussion of Juvenile Delinquency records, reports, and preparation of spot maps to identify delinquency areas.) | | |
| 2. What is being done to reduce Juvenile Delinquency | 6 hours | Mr. Clegg, Mr. Hince or Mr. McCabe |

This time will be devoted to an examination of the existing facilities for the detection, identification and treatment of delinquency, as well as a consideration of prevention programs now in existence. This will include a survey of intramural and extramural guidance programs, institutional treatment, recreational programs regardless of sponsorship—whether church, school, police, welfare or governmental; psychiatric approaches; home, school and church resources; community crime prevention programs; coordinating community councils.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

1. The Church and Crime Prevention 3 hours
2. Religion and the Law 3 hours
3. Religious Guidance for the Child 3 hours

The Conference considered the identity of the instructors including the following who were recommended by the Training Division and by the Crime Records Section.

Reverend Dudley Stark, Director of Saint Chrysostom's Episcopal Church, Chicago, Illinois, who has had extensive experience in the supervision of juvenile church and recreation programs in his own church.

66-2554-2453
FEDERAL BUREAU OF INVESTIGATION
MAR 21 1944
U. S. DEPARTMENT OF JUSTICE

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61 MAR 23 1944 Tolson.
Mr. Clegg

MEMO FOR THE DIRECTOR

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Doctor Joseph D. Sizoo, The Collegiate Church of Saint Nicholas, New York City, whose interest in Juvenile Delinquency has not been ascertained but his reputation as a churchman has been outstanding.

Rabbi Stephen S. Wise, New York City, whose interest in Juvenile Delinquency has not been ascertained but he was considered an outstanding Rabbi.

Rabbi Norman Gerstenfeld of Washington, D. C., who has expressed himself recently in the press with respect to Juvenile Delinquency.

Father Flanagan of Boys' Town, Nebraska.

Mr. Tolson felt that we could obtain a more outstanding and better qualified Catholic clergyman and that it might be desirable not to have Father Flanagan because of some indications that his appearance before the National Police Academy might be more promotional than instructive.

The Very Reverend Angus Dun, Bishop of Washington recently elected, his interest in Juvenile Delinquency has not been ascertained.

Monsignor Michael J. Curley, D. D., Archbishop of Baltimore and Washington.

Mr. Tolson suggested that before selecting specific churchmen to appear before the Academy some outstanding representatives of each religion should be consulted, namely Rabbi Stephen S. Wise, Reverend Edmund A. Walsh, D. J., Georgetown University, and The Very Reverend Angus Dun, Bishop of Washington.

It was suggested that these outstanding clergymen might be asked for recommendations concerning members of their denominations who are well qualified and interested in Juvenile Delinquency problems.

- | | | |
|--------------------|---------|--|
| 6. Juvenile Courts | 3 hours | Judge Katharine McGuire of Washington, D. C. or Judge Camille Kelley of Memphis, Tennessee |
|--------------------|---------|--|

Mr. Tolson was opposed to having Judge Kelley on the grounds that she may become annoying.

- | | | |
|---|---------|--|
| 7. Interviews with Juveniles and Parents | 3 hours | Dr. William Healy Director, Judge Baker Foundation, Boston |
| 8. The Operation of a Juvenile Division in a Law Enforcement Organization | 6 hours | Chief Charles Dullen San Francisco, California or Chief Joseph Kluchensky Milwaukee, Wisconsin |
| 9. Sociology and Law Enforcement | 3 hours | Doctor Arthur L. Beasley Utah University |

000222

MEMO FOR THE DIRECTOR

10. What the Police are Doing 1 hour Mr. Clegg or Mr. Hince,
and Can Do to Reduce Delinquency including Panel Forum

Doctor Healy and Doctor Beeley are presently on our visiting instruction staff.

Mr. Tolson has suggested that Doctors Healy and Beeley, the Juvenile Court Judge, and the representatives of the denominations might be interviewed by the press while in Washington.

Those present at the Executives' Conference are as follows:
Messrs. E. A. Tamm, Quinn Tamm, Acers, Ladd, Coffey, Hince, Rosen, Mumford, and Tolson.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

000218

February 21, 1944

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only page 1 was handled
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THE DIRECTOR

When the JMI Academy building was constructed at Quantico, the original plans called for an indoor range. This range was later changed into an indoor gymnasium located in the basement.

SAC H. L. Sloan has recommended that a special locker cabinet in the gymnasium be used as a target cabinet for use by the firearms experts assigned to Quantico. Marine Corps mechanics have constructed a special steel backstop which can be inserted in the cabinet and removed at will. Six photographs are attached hereto showing the location of this cabinet in the center at one end of the gymnasium. With the front doors closed, it looks like any of the other cabinets and when they are opened there is exposed the slanting steel backstop with a sand retaining pocket underneath. It is proposed, and the suggestion of Mr. Sloan, that bull's-eye targets be placed in this cabinet and that the firearms experts be permitted to use a .22 calibre rifle or pistol, which are not nearly so powerful as the regular Bureau rifles, and fire at the bull's-eye target. The bullets from the .22 rifles and pistols would strike the backstop and this suggestion included the provision that only the regularly assigned firearms experts would be permitted to fire in this gymnasium. They would make a rule that the maximum distance at which they could fire the .22 calibre weapons of the bull's-eye would be 50 feet. With such a requirement and with the known skill or marksmanship of the experts they feel that there is no danger of a bullet going wild and striking any of the adjacent cabinets in which supplies and gymnasium equipment are stored. Even if an accidental discharge of the weapon occurred, the walls to the rear are such that the .22 calibre weapons would not penetrate the wall. Beyond this wall is a supply room which is not used at night. A further rule suggested by Mr. Sloan would be that this improvised gymnasium can be used only at night at a time when no other Bureau employees or trainees were present.

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FEDERAL BUREAU OF INVESTIGATION

The purpose of this range would be to provide the firearms experts an opportunity to improve their skill and marksmanship so that they would continue to be able, because of such practice, to put on demonstrations involving marksmanship before the In-Service Clerical School and any other such tours that come to Quantico. Also, it would provide an enjoyable type of recreation for experts who are on duty at night at Quantico after their day's work is complete.

Observations made were that this was unnecessary as the outdoor range provided ample opportunity to practice on the skill and marksmanship during the day and at times when it is still light enough after the sun have been dismissed from the range in the late afternoon. Also an

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March 1, 1944

THE DIRECTOR

The Conference on February 29, 1944, considered the suggestions offered by Radio Operator Edward C. Sibert assigned to the San Antonio office.

1. The employee suggests that the Bureau add a correspondence course in radio mathematics as a supplement to the regular Bureau correspondence course on radio. Mr. Coffey advised that it did not appear desirable to add at this time a course in advanced mathematics to the radio course. He informed that the present radio course is written so that it utilizes only elementary mathematics including algebra and a small amount of trigonometry, and advanced mathematics is purposely avoided in the course. The latter would seem to be a field for university engineering training.

2. The employee next suggests the use of corrugated cardboard as a shock-absorbing material to be placed under the gasoline driven power supply unit in the radio station. He points out that in addition to being a shock absorber such material would also catch the oil and gasoline drippings. Mr. Coffey pointed out that the employee has overlooked the extra fire hazard that would exist and recommended against adoption of the suggestion.

The Conference, consisting of Messrs. E. A. Tamm, Glavin, Clegg, Tamm,

Mr. Tolson, Clegg, Coffey, Hinde, Carson, Nichols, Ladd, Hendon, Mumford, and Tracy, unanimously recommended against both proposals.

Mr. Clegg _____

Mr. Coffey _____ A letter to the employee has been prepared.

Mr. Glavin _____

Mr. Ladd _____ ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

Mr. Nichols _____ DATE 5/23/96 BY SP5CJ/ase

Mr. Rosen _____ #323,013

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____ cc - Mr. Tolson

Mr. Nease _____ Mr. Clegg

Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson, Chairman

H. H. Glavin, Secretary

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FEDERAL BUREAU OF INVESTIGATION

MAR 21 1944

U.S. DEPARTMENT OF JUSTICE

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March 14, 1944

THE DIRECTOR

Those present: Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Tracy, Carson, Mumford, Coffey, Acers, Rosen, Quinn Tamm, Glavin, Nince and Glegg.

The Executives' Conference considered the request of Special Agent in Charge Drayton of Chicago for the approval of a form letter to obtain information from the Bureau of Public Debt, Division of Loans and Currency, at Chicago, concerning individuals who are purchasers or holders of U. S. War Savings Bonds. This information will be valuable in locating fugitives and in similar investigative work.

The Conference approved the form letter, which is attached, but further believed that each field office should make use of the form letter in contacting this agency directly by correspondence and that the Chicago office should make arrangements with this agency to handle such requests from other field offices and to make a direct reply to these offices, thus eliminating the necessity of the Chicago office setting up a file in each such instance.

Each field office will be supplied by the Bureau with a number of these form letters for such use, if approved, and SAC Drayton is being advised that the Bureau approves the use of this letter not only by the Chicago office but also by other offices. The appropriate correspondence is attached hereto for approval and, if approved, there is also attached a teletype to SAC Drayton instructing him to see if these arrangements can be perfected, and the letter to all other offices will not be dispatched unless a favorable reply is received from the Chicago office.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

H. Glavin
Secretary

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cc-Mr. Tolson
Mr. Clegg

Attachments

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March 18, 1944

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DATE 5/24/94 BY SP-8C/ps
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THE DIRECTOR

The Executive Conference considered the application of Motor Patrolman Fred Vincent Latheny of the McKeesport, Pennsylvania Police Department for a attendance at the National Police Academy.

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, C. Tamm, S. A. Tamm, Coffey, Carson, Elnor, Clegg, Ladd, Mumford, and Acers, with the exception of Mr. Nichols, was unanimously opposed to affording Latheny's application favorable consideration at this time.

For the Director's information, application was first received on December 30, 1942, from Mayor Frank Buchanan of McKeesport nominating Latheny for consideration to attend a session of the Academy.

Briefly, investigation disclosed that in 1937 Latheny was indicted by a Federal Grand Jury on a conspiracy charge in connection with the Internal Revenue Laws but received a directed verdict of not guilty. It was further disclosed that Latheny is extremely unpopular with other members of his own department. He is reportedly effusive, anti-Semitic, anti-Catholic and he is generally regarded as a false friend for the Mayor. Despite admitted prejudices, of some serious derogatory remarks concerning Latheny state that he is personally honest and clean-living.

As a matter of background, Walter Lofstrom of the McKeesport Police Department graduated from a previous session of the NPA and has not yet been given an opportunity to conduct a training school. Lofstrom and other officers interviewed state that Latheny would not be able to conduct a police training school due to the fact that the majority of the men despise him and would not listen to him.

Latheny has tried through political channels to cause the Bureau to act favorably upon his application, both through the District Attorney and now through Congressman Samuel A. Weiss.

Mr. Nichols has been in contact with Congressman Weiss and it appeared as of February 2, 1944 that Mr. Nichols had been quieted down; however, by letter dated February 28, 1944,

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addressed to Mr. Nichols, Congressman Veloz sent a copy of a resolution passed by the Council of the City of McKeesport and signed by Mayor Frank Buchanan resolving that the City of McKeesport recognizes the full value of the Bureau's training course and "will continue to follow the established policy of having any and all police officers receiving this special training thereafter impart such knowledge to the other members of the Police Department of the City of McKeesport." Weiss's letter stated that the City of McKeesport "has me on the spot."

If the Director concurs with the majority view, no further consideration will be given to Lathen's application at the present time and this matter will be referred to Mr. Nichols so that he may re-contact Congressman Veloz and inform him of the present status of Lathen's application.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. A. Rorer
Secretary

cc: Mr. Tolson
Mr. Clegg

OK
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March 14, 1944

THE DIRECTOR

The Executives Conference, with Messrs. E. A. Tamm, Clegg, Nichols, Rosen, Glavin, Coffey, Quinn Tamm, Acers, Carson, Hendon and Mumford present, considered a letter from the New York Office in which SAC Conroy advised that his office maintains a separate file on each confidential informant and requested Bureau advice as to whether such files should be maintained in a closed or in a pending status. He pointed out that an individual file is maintained on each informant for ready reference to determine the background, status and productivity without having to search general or case files, and that the argument for maintaining such files in a pending status is that it is necessary to expend Agent time contacting these informants periodically. On the other hand, he pointed out that there is no occasion for the Field Office to submit any reports in connection with such files.

The Executives Conference was of the unanimous opinion that the maintenance of individual files on confidential informants is entirely proper, but that they should be maintained as "dead files" so that they do not appear on the monthly administrative reports. This latter opinion is based on the fact that confidential informants are developed and used for substantive case files, that therefore the time expended by Agents in this regard is properly credited to the office in the substantive case file and the office would be receiving unwarranted and double credit if these informant files were permitted to be opened and closed on the administrative report.

If you concur, there is attached hereto an appropriate letter to the New York Office.

Respectfully,
For the Conference

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G. A. Tolson
Chairman

J. P. Glavin
Secretary

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Attachment

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March 16, 1944

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THE DIRECTOR

Pursuant to your instructions, the Executives Conference has carefully considered the results of the plan for decentralization of supervision of Selective Training and Service Act matters which was placed in effect for a trial period starting October 1, 1943, by Bureau Bulletin No. 43 issued September 28, 1943.

The matter was first brought up and generally discussed in the Conference, with all members present, on February 3, 1944, and thereafter, by reference from the Conference, further examined by a committee consisting of Messrs. Clegg, Nichols and Mumford. It was thereafter again discussed by the entire Conference, which decided that before making a final decision a complete examination should be made of every report and other communication received or handled at the Seat of Government, whether marked by the Field for Seat of Government attention or not, for a one-week period so you would have available factual data to substantiate or refute the conclusions reached by the Conference. This was done between February 8 and 14, 1944, inclusive, and the results reported to the Conference on February 19, 1944. Final consideration was given the matter today.

MOST STATISTICS: Appended hereto and identified as enclosure "A" is a list of statistics found in reports received at the Bureau during the week when all reports were examined, which were not marked by the Field for recording pursuant to the regulations issued under this system. You will note that in the one-week period, which occurred after the plan had been in effect over five months, there were found 11 actual conviction statistics with a total of 8 years and 1 hour actual sentences, 1 year and 9 months probationary sentences, 4 months and 1 day suspended sentences, and fines of \$20, which would have been lost to the Bureau's statistical credit under the system because the reports failed to bear the "statistic" stamp. In that same enclosure there has been listed the conviction statistics which had been caught prior to the one-week trial period after the Field had failed to make the reports. Those figures, however, were caught only by pure accident, as the Seat of Government had no opportunity to check the reports which were not properly marked by the Field. Only 7 such instances were recorded, but you will note that they amounted to a total of 17 years actual sentences, 8 months probationary sentences, and 5 years suspended sentences.

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Enclosure "A" also records 96 fugitive apprehensions found during the one-week review period, plus 15 such apprehensions caught during the trial period, and a total of 61 other disposition statistics missed during the trial period, plus 79 of a similar miscellaneous type

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OR JKM

Memorandum for the Director

caught by chance prior thereto. Conversely, in one six-day period the Statistical Section under Mr. Harbo received 259 reports bearing the "statis." stamp in which there were no statistics shown and, therefore, should not have been so marked. In those instances a great amount of time was wasted in reviewing the entire report and the file in an effort to find statistics, and communication with the Field was necessary on the theory that there were statistics but they had merely forgotten to set them forth in the synopsis and details.

At the time the one-week thorough examination of reports was made the Field, as indicated above, had over five months in which to familiarize itself with the procedure and had had called to its attention by strongly worded letters of censure each individual dereliction noted. Nevertheless, on the basis of the findings of statistics, which would have been missed under the normal operation of the system, it is apparent the Bureau has lost credit since October 1, 1943, for hundreds of accomplishments in the way of actual sentences, fugitive apprehensions, and inductions or other compliance with the Act effected.

Attached as enclosure "B" is a memorandum which sets forth all material arguments offered for and against permanent adoption of the instant plan other than for the question of statistics.

There is also attached as enclosure "C" a complete analysis, by Field Offices, of the substantial errors found in the reports reviewed during the week February 8 to 14, 1944, inclusive, with a supplement marked "D" itemizing, again by Field Offices, the substantial derelictions which came to the attention of the Seat of Government supervisors during the one-week period as a result of their normal operations, such as running ticklers and handling mail and other functions other than the review of reports. A recapitulation of "C" and "D" is on top of enclosure "C."

You will be particularly interested in noting in enclosure "E", under item 3 on page 2, that it was found the system fails to permit a reduction in the number of Agent supervisory personnel at the Seat of Government and, under item 5 on page 3, that not only on the basis of the mechanical failure in the loss of statistics referred to heretofore, but in connection with general investigative supervision, the Field failed to function in a manner to improve the quality of supervision of cases, both being results anticipated in introducing the plan in the first instance. Other points brought out in that enclosure, such as the obviating of the advantage of correlation of reports from various Offices for identification purposes, planning with the Department and other governmental agencies for future operations, and an undesirable decentralization, were considered material.

The Executive's Conference makes the following recommendations:

1. That the Field be instructed to immediately discontinue the instant trial plan and again submit all reports for supervision at the Seat of Government

Memorandum for the Director

in Selective Training and Service Act cases, with the exception of (a) cases carried on logs which have been closed without investigation, (b) other cases administratively closed which are listed on the administrative report, and (c) "no-card" cases which will continue under the same rules now well known and administered by the Field, with marked savings of innocuous reporting.

2. That the two supervisors who were removed from the Selective Service desk at the Seat of Government, in anticipation that this plan would reduce work there, be returned by assignment from some other desk at the Seat of Government without thereby increasing the total number of supervisors in Washington. This recommendation is based on the clear showing that the volume of work has increased since October 1, 1943, regardless of this plan and, therefore, assignment to the desk should remain at least at the strength it was originally.

3. That this matter be referred to the Budget, Personnel and Supplies Division for appropriate administrative action against those administrative officials in the Field who clearly failed to carry out their responsibilities during the time this plan was in effect. Complete data concerning each case to supplement the statistics in enclosure "C" attached hereto are available in the Security Division and will be furnished to the Personnel Division.

Mr. H. H. Clegg expressed the opinion that the failure of this plan to successfully operate has been due to the failure of the Field supervisors to follow the instructions issued and that, therefore, it has not been given a fair trial. Messrs. Tolson and Glavin voted with him in his recommendation that the plan continue in effect.

All other members of the Conference, Messrs. E. A. Tamm, Hendon, Acers, Rosen, Coffey, Quinn Tamm, Ladd, Nichols, Tracy, Carson and Lamford concurred with the three recommendations set out in numbered paragraphs above to discontinue the system entirely.

If you concur with the recommendations of the majority of the Conference, there is attached hereto a Bulletin for transmittal to the Field, and the Personnel Division will proceed with the preparation of recommendations for administrative action with regard to those who were responsible for the failures in properly supervising this project in the Field.

*I side with Minority
I want Clegg to take up
matter at Sac Conference.
Try until July 1 & then
review again
H.*

Attachments

Respectfully,
For the Conference

C. A. Tolson
Chairman

W. R. Glavin
Secretary

HHC:EG

March 14, 1944

THE DIRECTOR

Those present: Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Tracy, Carson, Mumford, Coffey, Acers, Rosen, Quinn Tamm, Glavin, Hines and Clegg.

The Executives' Conference considered a suggestion of Henry L. Sloan, Special Agent in Charge of Firearms Training at Quantico, that during the approaching Spring and Summer the wives of the Special Agents located in Washington be invited to come to Quantico at stated times, tour the FBI Academy Building and witness a firearms demonstration similar in type to that presently being given for clerical employees in the Specialized War School.

The Executives' Conference unanimously approved this suggestion with the following additions:

1. That on days when the clerical employees are not at Quantico for this training and at suitable times, the wives and children of the supervisory staff at the Seat of Government and of the Special Agents of the Washington Field Office be extended such an invitation.

2. That, first, a form similar to the attached be circulated to the Special Agents and the supervisors to find out how many would be interested in such a tour of the Bureau's facilities.

3. That, based upon the findings from this survey, groups of 100 or less be invited at different times to make this tour.

4. That Bureau buses be utilized inasmuch as it can be believed that the benefit to the Government and to the Bureau would be such as to justify the use of this equipment for this purpose, particularly since it is recognized that the wives of Bureau agents can be and often have been valuable assets in connection with promoting the Bureau's interests and work.

5. That instead of restricting this invitation to one day at Quantico, the total time involved be two days - one day of which would be spent at Quantico, one-half day in the Department of Justice Building, Assembly Room #1, and one-half day in the FBI Annex, Assembly Room A; that there be discussions by select members of the Bureau's official staff before each group, explaining the work and functions of the Bureau as well as brief but adequate tours in Washington and of course one full day at Quantico such as is now provided for Bureau clerical employees.

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Gandy _____

cc-Mr. Tolson
Mr. Clegg

MAR 23 1944

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Memo. for Director

This was unanimously approved by the members of the Executives' Conference and, if approved by the Director, there are attached hereto:

1. A circular to be sent to the Special Agents and supervisors in Washington to find out how many wives and children would be included in the total who desire to take advantage of this program.

2. A letter to Mr. Sloan, advising him of the approval of his suggestion and expressing appreciation for it.

ok
W.
Respectfully,
FOR THE CONFERENCE

Glyce Tolson
Chairman

W. H. Glavin
Secretary

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March 14, 1944

THE DIRECTOR

With reference to a suggestion of Special Agent Raleigh D. Bristow that field offices be permitted to write to Vital Statistics Bureaus in other divisions in order to obtain information concerning birth dates, you are advised that this suggestion was submitted to a number of Special Agents in Charge and Inspectors with the following results:

Messrs. Brantley, Pieper and Scheidt were opposed to the suggestion as it would obviously cause difficulty in the various states where fees are charged and fees are usually not charged to the Bureau when direct personal contact has been made by the local office to furnish the local field office information on a personal basis. It was also suggested that it would cause confusion and result in unnecessary requests being directed to Vital Statistics Bureaus, for the dates when such statistics were first begun or maintained vary in different states and this might cause confusion and less cooperation on the part of the Vital Statistics Bureaus.

The Executives' Conference, those present being Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Tracy, Carson, Mumford, Coffey, Acers, Rosen, Quinn Tamm, Glavin, Hince and Glegg, approved the views of Messrs. Brantley, Pieper and Scheidt, for the reasons stated.

Messrs. Drayton, Harbo and Hood favored the suggestion, feeling that such information could be obtained through correspondence, with a resultant saving in clerical help, eliminating the necessity of opening files, and it was felt that local field offices could make arrangements to eliminate the necessity for a fee.

Special Agent Bristow will be informed as to the action taken by the Bureau, based upon the approval of the Director.

Respectfully,
FOR THE CONFERENCE

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Clyde Tolson
Chairman

H. S. Glavin
Secretary

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66-2554-2472
F B I
35 MAR 23 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/24/91 BY SP5/PC
#323013

cc-Mr. Tolson
Mr. Glegg

75 MAR 23 1944

100206

March 21, 1944

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference considered the request of SAC Pieper for Bureau assistance in the handling of five schools in fingerprint identification to be held in five cities in the San Francisco area. Mr. Pieper reported that a great many chiefs of police have lost their fingerprint men to the services and industries. He received an enthusiastic reply to his inquiries concerning the need for fingerprint training and received applications for 182 men to attend the schools.

This matter was referred to a committee of Messrs. Coffey, Quinn Tamm and Hince, who reported to the Conference that they were unanimously in favor of a two-weeks' course in fingerprint identification to be handled at five points in California, as requested by Mr. Pieper. The committee reported that an outline for a two-weeks' course of training was available, having recently been revised during the Police Instructors' Courses. The committee also reported that there are a sufficient number of Special Agents in the field who were formerly fingerprint experts in the Identification Division so that the teaching staff would be adequate. In addition, a small number of former fingerprint experts who are now Agents have also been qualified as police instructors so that the teaching staff is qualified.

The Conference at the same time considered the suggestion of Special Agent L. B. Skousen that a six-weeks' course in fingerprint identification be held at Washington as a phase of the National Police Academy. The Conference was unanimously opposed to such a school on the grounds that there are not a sufficient number of men available for an extended course at Washington, because the length of the course would not justify the travel involved and because it would not be desirable to issue diplomas which might be confused with the National Police Academy diplomas to men to the basis of a specialized course alone.

RECOMMENDATION: The Executives' Conference, those present being Messrs. Tolson, Glavin, E. A. Tamm, Quinn Tamm, Tracy, Clegg, Coffey, Ladd, Carson, Mumford, Acers and Hince, unanimously recommended that the Bureau accede to Mr. Pieper's request for assistance in handling fingerprint identification schools in California. The Conference also recommended that no certificates be awarded to avoid confusion with National Police Academy diplomas and to avoid possible use of such certificates in court. If approved, the attached teletype to Mr. Pieper and the attached letter to Mr. Skousen should be sent.

RECORDED

INDEXED

Respectfully,
FOR THE CONFERENCE

109
166-2554-2493
27 MAR 24 1944

Clyde Tolson
Chairman

W.R. Glavin
Secretary

cc - Mr. Tolson

Mr. Clegg

02 MAR 25 1944

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OT:mg

March 21, 1944

THE DIRECTOR

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/24/91 BY SP-5 JLC/162

323813

The Executive Conference, Messrs. Tolson, Acers, Tracy, E. A. Tamm, Coffey, Nichols, Carson, Hince, Hendon, Clegg, Ladd, Mumford, Rosen, and Quinn Tamm being present, considered a suggestion submitted by Special Agent N. D. DuBois. Agent DuBois suggests that the Bureau revise the list of Standardized Criminal Abbreviations and transmit copies to all Field Divisions.

The Conference feels that this is a good suggestion, it being noted that the list of abbreviations was last revised in 1937, and recommends that such a revision now be made.

If you approve, there is attached hereto a letter to Agent DuBois thanking him for his suggestion, and appropriate instructions will be issued to the Identification Division to prepare a new list of Standardized Criminal Abbreviations.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. H. Glavin
Secretary

RECORDED & INDEXED

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F B I
35 MAR 24 1944

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MAR 25 1944 317

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February 2, 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/29/97 BY SP-5/ace
323815

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Clegg, Nichols, Tracy, Glavin, Quinn Tamm, Egan, Lingo, Mumford and Carson being present, considered a recommendation by the Legal Attache in La Paz, Bolivia, that he be authorized to rent a 1930 Buick automobile locally for a temporary period of \$100 per month.

The Legal Attache has pointed out that transportation has reached a critical point in Bolivia (We do not have any Bureau or personally owned cars in that country at the present time.) due to shortages of various kinds. Taxicabs have virtually ceased operating. The Legal Attache has advised that he cannot purchase a used car locally for less than \$1,000; further, that the market is not such that the Legal Attache is of the opinion that a car purchased even for \$1,000 would still not be serviceable. The Legal Attache recommends against this purchase. Good available means of transportation is particularly important to our people in Bolivia at the present time in view of the critical political situation (The present Bolivian revolutionary government has not as yet been recognized by the United States.). Due to the present situation, it is believed highly impracticable to attempt to send a Bureau car to Bolivia.

It was recommended to the conference by Mr. Egan that the Bureau authorize the Legal Attache to rent the above mentioned Buick automobile locally at a cost of \$100 monthly for a temporary period only, that is, until Inspector Carson arrives in Bolivia which should be within the next two or three months and can look into the situation for the purpose of seeing whether a car is actually needed and can make proper recommendations in connection with the matter.

RECOMMENDATION

The conference unanimously recommends that the Legal Attache be authorized to rent the above mentioned Buick automobile at a monthly cost of \$100 for the immediate present until Inspector Carson looks into the situation. If you approve, this action suggested here to the Legal Attache is attached.

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| 66-2554-2495 |
| FEDERAL BUREAU OF INVESTIGATION |
| MAR 2 1944 |
| U. S. DEPARTMENT OF JUSTICE |

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

E. A. Glavin,
Secretary

- Tamm
- Egan
- Tracy
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Acers
- Carson
- Harbo
- Mendon
- Mumford
- Starks
- Quinn Tamm
- Nease
- Andy

ORIGINAL COPY FILED IN 66-2554-166

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QThag

March 21, 1944

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Acers, Tracy, E. A. Tamm, Coffey, Nichols, Carson, Hise, Hendon, Clegg, Ladd, Mumford, Rosen, and Quinn Tamm being present, considered the suggestion submitted by Special Agent in Charge Pieper of San Francisco in which Mr. Pieper suggests that the present Bureau fingerprint card be revised to allow for more space for description of scars, hair and address.

The Conference was unanimously of the opinion that the fingerprint card presently being used by the Bureau meets the needs of the Bureau and was so designed that the information would be suited to the requirements of the Identification Division, and recommends no change in the fingerprint card.

If you approve, there is attached hereto a letter to Mr. Pieper so advising him and thanking him for his suggestion.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. R. Glavin
Secretary

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MAR 27 1944

66-2554-2496

Enclosure

MAR 28 1944 317

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March 21, 1944

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Acers, Tracy, D. A. Tamm, Coffey, Nichols, Carson, Hince, Hendon, Clegg, Ladd, Eustord, Rosen, and Quinn Tamm being present, considered a suggestion submitted by Special Agent in Charge Pieper that the Bureau prepare real color charts showing the color of eyes so that there might be some consistency in describing color of eyes on fingerprint cards.

The Conference was unanimously of the opinion that a color chart as described by Mr. Pieper would not serve any definite purpose, would not result in uniformity of description. The description of the color of the eyes would still be a matter of personal opinion.

If you approve, there is attached hereto a letter to Mr. Pieper thanking him for his suggestion.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. H. Glavin
Secretary

RECORDED
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166-2554-2497
F 12 II
35 MAR 28 1944

Enclosure

cc - Mr. H. H. Clegg

0 MAR 28 1944

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WAG:RJ

March 24, 1944

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tracy, Quinn Tamm, Coffey, Carson, Nichols, Hendon, Clegg, Ladd, Mumford, Rosen, Acers, and Glavin considered the proposed letter to all Special Agents in Charge advising the field service of the new procedure to be followed in the handling of gasoline ration coupons.

The letter which is attached hereto has been approved by the Conference, and it is recommended that it go forward to the field.

RESPECTFULLY SUBMITTED,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/24/91 BY SP5CJ/bcc
#33313

Clyde Tolson
Chairman

W. E. Glavin
Secretary

cc. Mr. Tolson
Mr. Clegg

attachment

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E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

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166-2554-2498
27 MAR 27 1944

MAR 28 1944

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DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 12-08-2010~~CONFIDENTIAL~~

C. Smith

December 10, 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.Classified by *SP5C/16ce*

TOP SECRET

Declassify on: ~~TOP SECRET~~

#323972

5/24/91

The Mexico City office is engaged in conducting a large number of full-time surveillances with regard to subjects and suspects on a number of highly important espionage cases in Mexico, principally the "Gleg Case", in connection with which we have approximately twenty subjects and more than one hundred suspects. The Mexico City office at the present time needs five used automobiles, preferably of an old make which will not attract too much attention and suspicion for use in Gleg Case full-time surveillances. These cars are needed with regard to full-time surveillances presently being maintained on the following subjects:

Joachim Lugo, principal subject whose home is located in an isolated district in the suburbs.

Eugen Von Guenther, an important subject who maintains two residences and who is in constant contact with Lugo.

Richard Dymchuk, Sr., and his son Richard Dymchuk, Jr., both of whom maintain constant contact with Lugo and are very active subjects in this espionage case.

Edgar Hilgert, a very important subject who has long been engaged in espionage in Mexico on behalf of the Germans.

Aurelio Diaz, a Mexican who is in constant contact with Lugo and Hilgert and is actively assisting the operations of this espionage ring.

RECORDED

66-2554-2417

All of the above individuals possess and use automobiles which are off-actively surveilled only with the use of cars. The Mexico City office presently has two automobiles, one a 1937 Ford coupe, purchased in Mexico by former Civil Attaché Gus F. Jones, is in very poor mechanical condition although it is still being utilized upon those occasions when it is in operable condition. The other car assigned to the Mexico City office is a Chevrolet sedan, once being a regular Bureau car formerly assigned to the Mexico City Division. This Chevrolet sedan is not used on surveillances because it can be traced as being registered to the United States government. It is used for other general work in Mexico. Any other cars are being used in connection with the Gleg Case and a number of other important cases, particularly the Alsop, the Lydia Alinghoffer Case and several others. (Classified) However, being in confidential informant, those services are employed.

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Carson _____
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Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

~~CONFIDENTIAL~~

RETURN DIRECTLY TO SIS FILES

ORIGINAL COPY FILED IN 64-4532-344

Memorandum For the Director

~~CONFIDENTIAL~~

in connection with the surveillances and investigations, the informants being paid both for the use of their own services and for the use of their cars. The Civil Attache has advised, however, that five additional cars that can be used in surveillances without tracing and without arousing suspicion are most urgently needed at the present time in order to maintain the above mentioned five surveillances. The Civil Attache has advised that good serviceable 1935 to 1937 automobiles may be purchased in Mexico at prices ranging from \$480 to \$560. These cars can be purchased locally for a price of one-third down payment, the balance in monthly payments of approximately 350 pesos (\$70.00 U.S.), same being approximately the cost of renting cars per month in Mexico when cars can be found available for rent. The Civil Attache has pointed out that when cars purchased in this manner are no longer needed for surveillance purposes they can be disposed of locally.

RECOMMENDATION

The Executive Conference, Messrs. E. A. Tamm, Glavin, Coffey, Rosen, Clegg, Ladd, Egan, McGuire, Hendon, Mumford and Carson being present, recommends that the Bureau authorize the Civil Attache in Mexico City to purchase locally five used cars of the above described type with SIS funds, these cars to be carried on the SIS inventory and to be disposed of when they are no longer needed in Mexico. If you approve, this action will be taken immediately.

Respectfully,
For the Conference,

Glyde Tolson,
Chairman

W. R. Glavin,
Secretary

~~CONFIDENTIAL~~

000197

March 18, 1944

WPA:MMH

ima

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Tracy, Q. Tamm, E. A. Tamm, Carson, Coffey, Hines, Clegg, Ladd, Mumford, and Acers, considered and unanimously recommended the suggestion made by Special Agent Grant C. Earl of the Los Angeles Office that the abbreviation "SPAA" be used as the designation for Servicemen's Dependents Allowance Act of 1942. The suggestion was further approved by SA Supervisor H. H. Blair, who handles this classification of case.

If the Director approves, the abbreviation "SPAA" will be added to the regular list of Bureau abbreviations for use in communications by teletype and utilization where abbreviations will suffice.

A letter is attached advising Agent Earl of the adoption of his suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

cc: Mr. Tolson
Mr. Clegg

E. B. Glavin
Secretary

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/24/91 BY SP5C/bco
#323,013

- Tolson
- E. A. Tamm
- Clegg
- Coffey
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Acers
- Carson
- Harbo
- Hendon
- Mumford
- Starke
- Quinn Tamm
- Nease
- Gandy

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66-2554-2500

FEDERAL BUREAU OF INVESTIGATION
MAR 19 1944
U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 66-2554-104-93

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URG:AB

THE DIRECTOR

March 25, 1944

THE EXECUTIVE CONFERENCE

It was pointed out to the Executive Conference consisting of Messrs. Tolson, Clegg, Hince, Coffey, Nichols, Carson, Mumford and Glavin in connection with the cashing of checks of the employees in the Identification Division that Glavin had discussed the matter of payment in cash to Identification Division employees with Mr. Cannon of the Department.

Mr. Cannon stated he would be most happy to make the necessary arrangements with the appropriate officials of the Treasury Department to arrange for such cash payments. Cannon stated that the Treasury Department officials desire cash payments wherever possible since it is less work for the Treasury Department to handle payments in this manner.

The Conference is of the opinion that we should at this time endeavor to make arrangements with the Administrative Division of the Department and the Treasury Department to have all employees in the Identification Division paid in cash. It is pointed out to the Director that it is necessary that the Administrative Division of the Department be included in these discussions since it will mean a separation of pay-rolls prepared by that division. It is the further understanding of the Conference that under the present set-up of cashing checks they have the payments so blocked out that there is very little waste of employees' time.

Should the Director approve, immediate arrangements will be made to follow through these discussions with the Treasury Department and Departmental officials to have salaries paid in cash to the Identification Division employees.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/24/91 BY SP-1/KC

#323, 613

Respectfully submitted,
FOR THE CONFERENCE

RECORDED

INDEXED

Glavin Tolson, March 29, 1944

H. R. Glavin, Secretary

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

cc: Mr. Tolson

612

70 MAR 30 1944

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March 23, 1944

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference considered the selection of a counselor for the Twenty-fifth Session of the National Police Academy to begin April 17. The counselor should report to the Training Division on April 14 for instructions and to assist NPA men arriving in obtaining quarters. The Conference recommended the following:

Harold B. Hove, Detroit Office - Hove has had excellent reports as police contact man and as a liaison man at our law enforcement conferences. His record is otherwise good. The Conference recommended as alternate, the following:

Ira J. Kellogg, Los Angeles Office - Kellogg is a former police officer and has a satisfactory educational and experienced background.

ACTION TO BE TAKEN: If approved, Mr. Glavin should issue the necessary orders. It is noted that Hove is now under transfer from Detroit to San Francisco and if his assignment to the NPA is approved, he should not report to San Francisco until after the Academy Session. Those present: Messrs. Tolson, Glavin, E.A. Tamm, Quinn Tamm, Tracy, Clegg, Coffey, Ladd, Carson, Mumford, Acers and Hince.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Tolson
Mr. Clegg

RECORDED 66-2554-2502
29 MAR 30 1944

317
3 MAR 30 1944

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GCHivv

December 13, 1943

Memo to Ladd from Carson 11/23/43

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/24/91 BY SP8C/16

#323813

MR. GLAVIN

MEMORANDUM FOR

Re: Equipment purchased in Latin America

BACKGROUND:

As you will recall, we have in the past purchased a considerable amount of office equipment in South and Central America for the use of Bureau personnel stationed in the various countries there on SIS assignment.

This equipment was purchased in Latin America either because such local purchase was more expeditious, because the equipment was not available at the Bureau, or because the war-time equipment available to us in the United States would not stand up under shipment over such a great distance. This equipment was all purchased with the idea in mind of reselling it when the need for its use no longer existed, thus minimizing or erasing entirely the cost of such equipment to the Bureau and to the Government.

DETAILS:

Due to the present reduction in SIS personnel, the time has arrived when a considerable portion of this equipment is no longer needed by Bureau personnel in Latin America. Several problems have arisen as to its disposition and it is believed that the same or similar problems will confront all of our offices in Latin America at some time in the not too distant future.

Mr. Tolson In Colombia where we are closing several Consulates the Legal Attache Mr. E. A. Tamm has been requested by the Embassy there to turn over our equipment in these Consulates to the Consular office for their use.

Mr. Coffey In Bolivia the Rubber Reserve Corporation desires to purchase our surplus equipment but states that they are unable to submit a bid for the purchase of such equipment and must have a price quoted them.

Mr. Rosen This surplus equipment consists of desks, chairs, desk lamps, filing cabinets, and similar pieces of office equipment. The items are of varied kinds and descriptions and it would appear inadvisable to attempt to return them to the United States for future use by the Bureau. Naturally, all technical and similar equipment previously forwarded from the Bureau will be returned to the United States.

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

RECORDED

66-2554-2503

FEDERAL BUREAU OF INVESTIGATION

(MAR 28 1944)

U.S. DEPARTMENT OF JUSTICE

RETURN DIRECTLY TO SIS DIVISION

ORIGINAL COPY FILED IN 66-3189-198

Memorandum for Mr. Glavin

ACTION:

It would be appreciated if you could furnish us with rulings as to what we can or cannot do as to the disposition of this equipment in several instances.

(1) Can we turn over surplus equipment to the State Department, and if so, what basis can be used for the transfer? Can the equipment be turned over gratis, should there be a transfer of funds, or should we demand a cash payment for the equipment from the State Department?

(2) Are we obliged to sell surplus equipment to other Governmental agencies if a higher price can be obtained for the equipment from an outside source?

(3) In selling surplus equipment to other Governmental agencies, must we accept a transfer of funds, or can we demand that the transaction be on a cash basis?

Respectfully,

G. H. Carson

WRG:lrd

Audendum

December 23, 1943

The Executive Conference consisting of Messrs. Tolson, Tracy, Quinn Tamm, E. A. Tamm, McGuire, Carson, Acers, Hendon, Clegg, Hince, Rosen and Glavin was advised that Mr. Mapes, Surplus Property Chief of the Procurement Division, stated the property could be transferred to another Government agency on a reimbursable basis; that as a general rule, the Procurement Division does not interest itself in property outside the Continental United States.

The Conference, therefore, recommends that arrangements be made with the State Department to transfer such property to those divisions in the State Department where we have surplus property at this time and that ~~reimbursable property~~ be secured by the Bureau from the State Department covering these transfers.

W. R. Glavin

WRG:AD

THE DIRECTOR

March 25, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, Clegg, Hince, Coffey, Nichols, Carson, Mumford and Glavin considered a suggestion submitted by Mr. Gauthier of the Cartographic Section that the NPA traffic diorama be set up in the Department of Justice Building proper and that there be created in the Department of Justice Building proper a traffic reference center which would include the traffic diorama, a small table model diorama of modern clover leaf highway approaches, etc., traffic equipment such as highway signs, traffic lights, library of reference books, traffic charts and hypothetical traffic kits.

Mr. Gauthier pointed out that two rooms approximately 30 feet in length would be required to maintain the above-described traffic reference center and the room would, of course, be available to NPA classes convened when necessary for discussion sessions. This would represent a minimum of time, the majority of time the room would not be occupied thereby making it available for visiting experts and public tours. Mr. Gauthier feels that setting up the diorama in the Armory will be a real job and the entire diorama should be moved just as little as possible. This diorama is under preparation in the Cartographic Section on the seventh floor of this building.

Mr. Clegg pointed out that a room in the Armory has already been set up for the traffic exhibit and the Conference recommended that there be no traffic reference center set up in this building but that it be set up in the Armory Building. It is the understanding of the Conference that when it is set up, there will be very little moving of the exhibit from that time on so long as we occupy the Armory.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/24/91 BY SP5 JLB/2
#323013

Respectfully submitted,
FOR THE CONFERENCE

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
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Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

cc: Mr. Tolson
Mr. Clegg

28 MAR 30 1944

Glyde Tolson, Chairman

RECORDED & INDEXED

H. E. Glavin, Secretary

166-2554-2504

000190

REC-17

March 24, 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIEDDATE 5/24/91 BY SP5CJ/bsc
#523,013

THE DIRECTOR

Attached hereto is a memorandum which discusses the activities of the Northwestern University Traffic Institute, the Safety Division of the IACP, and the Automotive Safety Foundation. Some of their work is in direct conflict with the Bureau's training program and some of their activities are encroaching dangerously on the Bureau's functions in police training. The following recommendations were considered by the Executives' Conference:

1. That the FBI should emphasize its police training programs on a local basis so as to offset any attempt by Northwestern University to gain a foothold in the local police training field outside the field of traffic instruction. In this connection, it was believed that a letter should be prepared calling to the attention of each Special Agent in Charge the status of the Safety Division of the IACP, the Northwestern University Traffic Institute, and the Automotive Safety Foundation so that available information will be in the files of each office as to the make-up of these agencies and their plans.

This suggestion was unanimously favored by the Conference.

2. That an effort should be made by the FBI to get into the regional conference field by holding regional conferences throughout the country for state police traffic executives. It was recommended that the first such conference on an exploratory basis should be held in Washington to which would be invited the state police and highway patrol agencies for the states of Delaware, Maryland, Virginia, North Carolina and South Carolina. In these states the heads of the state police and traffic control agencies are very friendly to the Bureau. The traffic problems are largely regional in character. There is no permanent annual or other type of conference of this type presently held by any organization although the regional conference, as recently started by the IACP, is along similar lines, yet it has not yet been established as a recurring and permanent type of conference.

The Executives' Conference recommended that when Mr. Wilbur Smith next comes to Washington that he prepare what he believes will be a desirable program for such a conference to be held in Washington at the Bureau and that his recommendations concerning the desirability of such a program be obtained so that this matter could be further studied as to details of objective and procedure.

Tolson
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Nease
Gandy

cc - Mr. Tolson
Mr. Clegg

61 MAR 31 1944

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MAR 24 1944

166-2554-350
MAR 30 1944

Memo. for the Director

3. Mr. Hince recommended that the Bureau recognize the importance of traffic training in local police schools and since Northwestern University is now giving training in some fields which are outside the traffic field, it was believed that the Bureau should include courses in traffic in local police schools and so promote this phase of the training that local agencies would turn to the Bureau rather than to other agencies for advice in preparing schedules and obtaining instructors.

The Conference agreed unanimously with this suggestion consistent with the availability of qualified personnel and the Bureau's ability to handle this type of work. In this connection, it was pointed out that in the training of 75 Special Agents as police instructors, approximately 10 hours of training in traffic were given to them by Mr. Wilbur Smith.

Those present at the Conference were Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Ladd, Tracy, Acers, Harbo, Hendon, Carson, Q. Tamm, Mumford, Hince, and Glegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

100188

WRA:RJ

March 25, 1944

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THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tracy, Quinn Tamm, Coffey, Carson, Nichols, Hendon, Clegg, Ladd, Mumford, Rosen, Acers, and Glavin was advised that at the present time the Manual of Rules and Regulations, Section 5-B, Paragraph 2 states:

"When an employee transferred for general assignment arrives at his new station, the Special Agent in Charge of that office shall report to the Bureau the exact hour and date of arrival, together with the time the employee reported for duty. Copies of this communication shall not be sent to other offices for any purpose."

The attention of the Conference was directed to Section 5-B, Paragraph 11 of the Manual of Rules and Regulations which reads as follows:

"When an employee is instructed to proceed outside of his official territory, the Special Agent in Charge of the office to which the employee is attached shall advise the Bureau immediately by mail of the departure. The Special Agent in Charge of the office to which the employee is directed to proceed shall report the arrival by mail. The reverse procedure shall be followed when employees return to their headquarters. The Bureau should be advised of the departure date as soon as it is known and no confirmation is necessary unless same is changed, in which event the new departure date should be furnished to the Bureau by mail."

It was pointed out by the Conference in reporting arrivals on transfer by rail there is considerable delay in the Bureau being notified, and in some instances 10 to 12 weeks, two weeks, or three weeks before any information is received at the Bureau concerning the arrival of a Special Agent in Charge or a Special Agent at his new office of assignment.

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Starke
Quinn Tamm
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Gandy

cc Mr. Tolson
Mr. Clegg 317

61 MAR 31 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/24/91 BY SPSC-1622

#323813

It was therefore recommended to the Conference that the field be advised to report activity on transfers in their divisions by teletype, the information to be furnished to the Bureau in conjunction with other messages being sent to the Bureau. In this way there will be no additional cost whatsoever since the reporting of personnel will be a very short message, and the unit teletype charges would not be increased through the sending of such messages.

Should the Director approve, the above procedure will be followed.

Respectfully Submitted,
FOR THE CONFERENCE

OK
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Clyde Tolson
Chairman

W. B. Glavin
Secretary

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REC-117

March 21, 1944

THE DIRECTOR

The Executives' Conference, those present being Messrs. Tolson, E. A. Tamm, Clegg, Coffey, Glavin, Ladd, Tracy, Acers, Harbo, Hendon, Carson, Mumford, Q. Tamm, and Hince, considered the suggestion that the lectures before the FBI National Police Academy Session beginning in April be recorded, preferably (1) by a male stenographer who can use a stenotype machine, if one is available, and (2) on records and later transcribed.

At this Conference, it was announced that there were no male stenographic employees qualified to use the stenotype machine available for such an assignment. Instead of recording all lectures, it was recommended by the Conference that lectures by visiting instructors which lend themselves to recording be recorded and transcribed subsequently as opportunity permits. This was unanimously approved.

Respectfully,
For the Conference

Clyda Tolson
Chairman

W. R. Glavin
Secretary

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DATE 5/24/91 BY SP-6 JPS

#3238131

cc - Mr. Tolson
Mr. Clegg

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MAR 31 1944

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March 15, 1944

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HEREIN IS UNCLASSIFIED

DATE 8/24/91 BY SP5C/16

#323813

MEMORANDUM FOR THE DIRECTOR

Relations between the U. S. Attorney at Buffalo, Mr. George L. Grobe, and the Buffalo Office have not always been too friendly. The recent inspection of the Buffalo Office shows that apparently at the request of the U. S. Attorney a special form was being used to present cases to the U. S. Attorney for an opinion as to prosecution. A copy of this form is attached hereto. It shows the place, date, title, and character of the case, a brief narrative of the offense charged, the name of the Agent, a small table to show that prosecution is either authorized, declined, or opinion withheld, and space for the reason, which is followed by the signature of the U. S. Attorney. During the inspection, Mr. Grobe stated that he liked this form very much and indicated he would like to see it continue. Mr. Harbo was of the opinion that in view of the existing relations between the Buffalo Office and the U. S. Attorney, it would be desirable to continue this form and, therefore, no instructions were left with the SAC relative to its use.

The Executives' Conference considered this form and felt that if it were adopted in Buffalo there would be equal justification for its adoption elsewhere, but it was felt that this form should not be utilized or authorized. The report should speak for itself and the Bureau should not permit its Special Agents to select from the report a brief narrative of the facts on which the U. S. Attorney is to base his opinion. Frequently decisions of U. S. Attorneys are obtained orally, but this form would seem to make it mandatory that a decision of the U. S. Attorney be preceded by a special form prepared in order to obtain the U. S. Attorney's decision. This also requires unjustifiable work.

Members of the Executives' Conference, those present being Messrs. E. A. Tamm, Coffey, Rosen, Nichols, Tracy, Glavin, Mumford, Harbo, Acers, Hince, Quinn Tamm, and Clegg, were unanimously of the opinion that this form should not be used and the Buffalo Office should be instructed to discontinue its use. If this is approved, attached hereto is a letter to the SAC at Buffalo to this effect.

Respectfully,
For the Conference

Clyde Tolson
Chairman

OK.

H.

cc - Mr. Tolson
Mr. Clegg

W. E. Glavin
Secretary

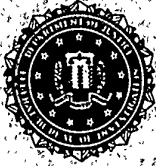
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| FEDERAL BUREAU OF INVESTIGATION | |
| MAR 31 1944 | |
| U. S. DEPARTMENT OF JUSTICE | |
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JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

HLD:ams

November 12, 1943

MEMORANDUM FOR MR. D. M. LADD

RE: Clog Case - Technical Equipment
Needed for use in Detecting Dot
Letters at Mexico

BACKGROUND

The Bureau's representatives at Mexico are using a Special Employee trained in FBI Laboratory work in the Mexican Post Office, Mexico City, for the purpose of intercepting dot letters and other letters believed to contain secret writing going to or from Mexico. This undercover employee has intercepted the last six dot letters addressed to drops in Europe that we know about. The basis for his interception to date has been his knowledge of drop addresses and intermediaries. Because he has no equipment for the detection of dots other than a fingerprint microscope, the last dot letter that was intercepted was done so only because the mail was addressed to a known intermediary and appeared to be suspicious. It could not be determined by our representatives at Mexico that the letter had dots attached to it and this was determined only after it has been sent to the FBI Laboratory.

The Laboratory advises that the presence of dots can be definitely and quickly determined by the use of a microscopic lamp which emits transmitted light which light directed through envelopes and letters discloses the presence of dots. They also advise that the dots can be read with a reasonably strong microscope, such as is furnished to all field offices.

RECOMMENDATION

It is recommended that a microscope and a microscopic lamp be obtained through the Chief Clerk's Office so that they can be forwarded to our representatives in Mexico for their use in detecting dots on letters emanating from Mexico. The microscope recommended by the Laboratory is a binocular microscope of the Spencer Lens Company, Buffalo, New York, with lens equipment as follows:

| | | | | | | |
|------|------|------|-----|------|------|-------|
| 1.0X | 6.8X | 2.3X | 9X | 17X | 30X | 12.5X |
| 6X | G208 | F234 | V95 | F262 | F270 | 20 |
| 20 | 20 | 20 | 20 | | | |



The lenses in each case are to be matched to the microscope for which they are intended. It is believed that the Bureau presently has some of these microscopes in stock, since they are the same that have been

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

Memo Clegg
11/14/43

Ladd
HLD

Memorandum for Mr. D. M. Ladd

Page #2

furnished to each field division. It is also recommended that a microscopic lamp, Model 370, manufactured by the Spanger Lens Company, Buffalo, New York, be requisitioned through the Chief Clerk's Office to be forwarded to Mexico. *for on*

The Laboratory has made up a chart showing the characteristics and defects of the typewriter used to write the letters to which dots are attached coming from Mexico and also have made up enlarged photographs of these defects. These are being forwarded to Mexico and it is believed with the equipment above and the information regarding the defects in the typewriter used to write these letters, that no letters being written by the agents in this case in Mexico can pass undetected. It is believed that in the past some letters may have been undetected because they were possibly addressed to drops of which we are not aware.

Respectfully,

[Signature]
C. H. Carson

SRJ:1rd

Addendum

December 4, 1943

The Executive Conference consisting of Messrs. Tolson, Ladd, Mumford, Coffey, Hince, Hendon, McGuire, Carson, Quinn Tamm, Tracy and Glavin recommended approval of the purchase of these items of equipment from SIS funds.

[Signature]
W. R. Glavin

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JKN:PES

March 28, 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/24/84 BY SP3C/BA
#323813

THE DIRECTOR

The Executives Conference, with Messrs. Clegg, Nichols, Rosen, Glavin, Quinn Tamm, Coffey, Ladd, Hendon, Hince, Carson and Mumford present, today considered a suggestion that a Bulletin be directed to the Field, or as an alternative that a memorandum be circulated at the Seat of Government, advising that the Hotel and Restaurant Employees International Alliance, A. F. of L., with offices at Cincinnati, Ohio, has available a complete index, brought up to date biannually, of all of its members, some 250,000 in number, throughout the United States. This index includes the name, address and identification of the local to which the member belongs. The secretary of the union has volunteered cooperation in furnishing data from the union's records for the Bureau's assistance at any time.

The members of the Conference were unanimous in their opinion that such a circularization would not be justified. This union, comprising 250,000 members, is comparatively small and if a Bulletin were here justified it would be equally logical to solicit the same cooperation from each labor union which might maintain a central index. It appeared to the members of the Conference that such advice to the Field is not necessary, since it is a perfectly logical step in any investigation in which the subject is determined to be a union member to direct a lead to the Office covering the district in which the headquarters is situated for that Office to check the central records if it has no information in its files to show that such a contact would be inadvisable because of subversive affiliations of the national officers or because of known lack of a cooperative attitude.

If you concur with the members of the Conference, no action will be taken in this matter.

Respectfully,
For the Conference

G. A. Tolson
Chairman

W. R. Glavin
Secretary

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THE DIRECTOR

3/29/44

The Executive Conference

AE/bw

NORTH DAKOTA BANKRUPTCY SITUATION

The Executive Conference, attended by Messrs. Glavin, Quinn Tamm, Coffey, Carson, Hince, Nichols, Hendon, Glegg, Mumford, and Rosen, considered the question raised in the North Dakota Bankruptcy cases, wherein an unfavorable newspaper comment appeared in North Dakota concerning the activities of Special Agents of the Bureau in conducting its investigation.

It was recognized that instructions are already in existence requiring SACs to fully inform the Bureau in cases wherein public attention would focus upon the Bureau's activities and thereby potentially create a ground for criticism from special interests and unfriendly sources. It was recognized that the very memoranda in the files of the field office which contained information concerning the controversial subject matter had never been furnished the Bureau, although it was repeatedly called to the attention of the field office that the Bureau desired complete reports covering the investigation.

RECOMMENDATION:

It is recommended the North Dakota case be stressed at the coming SACs' conferences, restating existing instructions which require furnishing potentially critical background information to the Bureau. The presentation to the SACs' conferences should stress the need for alertness and common sense on the part of the SACs. It should be pointed out that to be forewarned in these situations is to be forearmed.

Those in attendance approved the above recommendation.

Respectfully,
For the Conference

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Mr. Tolson

3 APR 11 1944

Glyde Tolson
Chairman

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F. R. Glavin
Secretary

66-2554-2511
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ALL INFORMATION CONTAINED
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DATE 5/24/81 BY SP8 JLC
#323,213

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HHG:MW

March 30, 1944

THE DIRECTOR

There are at present two New Agents' Classes in training. They are scheduled to complete their sixteen weeks' course of training on Saturday, April 22, 1944. Two weeks of this time are scheduled to be spent receiving practical experience under the supervision of experienced Special Agents in field offices.

The Executives' Conference unanimously recommend that these new Agents not be retained in Washington for the two weeks' period for this practical experience and that the school actually terminate on Saturday, April 8, 1944.

Those present at the Conference were Messrs. Tolson, Glavin, Carson, Tracy, Quinn Tamm, Nichols, Coffey, Hinde, Hendon, Acers, Ladd, Mumford, and Clegg.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Tolson
Mr. Clegg

Tolson
E. A. Tamm
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March 31, 1944

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MEMORANDUM FOR THE DIRECTOR

The Executives' Conference was informed that upon the conclusion of the present new agents' courses, the FBI Annex Dormitory will be used by In-Service Agents exclusively. There will be no new counselor available to take charge of the dormitory. Previously there has always been available a single new agents' counselor who stays overnight in the dormitory and is responsible for supervision.

It was suggested to the Conference that there be designated in each In-Service Class a ranking agent who would be placed in charge of the dormitory and who would supervise its maintenance and occupancy.

RECOMMENDATION: The Conference unanimously recommends that those members of an In-Service class who stay in the FBI Annex Dormitory and the space itself be supervised by a specially selected ranking member of each class.

Those present were Messrs. Tolson, Glavin, Tracy, Q. Tamm, Carson, Ladd, Mumford, Nichols, Hendon, Clegg, Acers, and Hince.

Respectfully,
For the Conference

OK
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Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Tolson
Mr. Clegg

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DATE 5/24/84 BY SP-11/KSC

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March 23, 1944

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Rosen, Mumford, Ladd, Clegg, Hendon, Hince, Carson, Coffey, Nichols, E. A. Tamm, Quinn Tamm that the Identification Division is presently classifying Personal Identification fingerprint cards which have been received in the Bureau during the past five years and which have not been handled because of priority given to other work.

During the course of this work approximately 40,000 Personal Identification fingerprint cards have been located which are not susceptible to any type of fingerprint classification. It is not possible for the Bureau to return these cards to the original contributor because some of them have been in the Bureau for at least five years. It is noted that they are fingerprint cards which were forwarded by individuals in connection with the submission of personal fingerprint cards.

The Conference unanimously recommends that these fingerprint cards which are not susceptible to classification be destroyed.

Respectfully,
For the Conference

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HEREIN IS UNCLASSIFIED
DATE 5/24/91 BY SP8C/160
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Clyde Tolson
Chairman

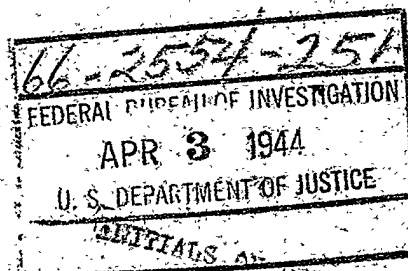
"OK, H."

W. R. Glavin
Secretary

cc - Mr. H. H. Clegg

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EX-63

58 APR 8 1944



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THE DIRECTOR

March 31, 1944

EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Glavin, Quinn Tamm, Coffey, Carson, Hince, Glegg, Rosen, and Nichols considered the matter of re-printing the Director's article, "Scientific Methods of Crime Detection in the Judicial Process," which was originally published in November, 1935. It was last re-printed in 1939.

The information contained therein is basic and fundamental. There is a tremendous demand for the booklet from law enforcement officers and prosecutors.

The Conference unanimously recommends that 3,000 copies of the attached booklet be re-printed.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
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DATE 5/24/91 BY SPJ/kme
#323,613

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Attachment

cc - Mr. Tolson
Mr. Glegg

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WRG:val

March 31, 1944

THE DIRECTOR

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Ladd, Rosen, Mumford, Clegg, Acers, Hendon, Hince, Carson, Coffey, Quinn Tamm and Glavin considered the suggestion submitted by SAC Abbaticchio of the Birmingham Office that the Suboffice at Mobile be closed officially at 5:30 P.M. daily and closed all day Sunday.

Abbaticchio pointed out that at the present time the Suboffice at Mobile is kept open each day, including Sundays, until 12:00 midnight, and it is necessary to have a Special Agent (L) on duty during the evening hours since there are no male clerks available. Abbaticchio pointed out that if the office were closed, the Senior Resident Agent would make arrangements with the telegraph and telephone companies to have messages referred to his residence in the same manner as they are handled at an ordinary Resident Agency. The Security Division had no objection to the Mobile Suboffice being closed after 5:30 P.M.

The Conference, therefore, recommends approval of the suggestion made. Subject to the Director's approval, the attached communication should go forward to SAC Abbaticchio concerning this particular matter.

Respectfully submitted,
FOR THE CONFERENCE

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DATE 5/24/77 BY SP-6 JHE
#323873

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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Attachment

CC - Mr. Tolson
Mr. Clegg

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166-2554-2511
APR 3 1944

57 APR 1944

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THE DIRECTOR

March 25, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, Clegg, Hince, Coffey, Nichols, Carson, Mumford and Glavin considered a suggestion submitted by Mr. Gauthier that the Bureau adopt a new illustrated pledge for law enforcement officers for dissemination among law enforcement officers in the continental United States.

Mr. Gauthier attached a sample of the law enforcement pledge for Latin American officers. He is in agreement that such a pledge should not be prepared for officers in the United States, yet he feels that our present FBI pledge, a copy of which is also attached hereto, could be appropriately designed to reflect more color.

The Conference is unanimously opposed to reworking the pledge for law enforcement officers for this country, the Conference feeling that the present set-up of the pledge is entirely satisfactory.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/24/77 BY SP2/VCE
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Glyde Tolson, Chairman

H. R. Glavin, Secretary

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cc: Mr. Tolson
Mr. Clegg

FEDERAL BUREAU OF INVESTIGATION

APR 4 1944

U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL - 3

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WRG:val

THE DIRECTOR

March 31, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Ladd, Rosen, Mumford, Clegg, Acers, Hendon, Hince, Carson, Coffey, Quinn Tamm, and Glavin considered a request received from the Department under date of March 21, 1944, concerning the operation of the air conditioning system in the Department of Justice Building during the coming summer.

For the Director's information, a memorandum was received from John Q. Cannon, Administrative Assistant to the Attorney General, to which is attached a copy of a communication received from the War Production Board stating that priorities could not be secured to purchase 5800 pounds of R-12 gas for use in the air conditioning system installed in the Department of Justice Building. Mr. Cannon also states in this memorandum that the Public Buildings Administration has also been advised that his, Cannon's, office is requesting additional data from the Federal Bureau of Investigation particularly as it relates to laboratory activities and other functions of the Bureau where air conditioning is considered an absolute necessity. Cannon requests that any information possible be furnished to him.

The matter was discussed in detail by the members of the Conference. It was pointed out by Glavin that Mr. Coffey stated the FBI Laboratory would be seriously impaired if air conditioning and cooling is not available during the coming summer for the following reasons:

1. One of the important physical characteristics used by the Document examiners in the comparison of pieces of paper is the weight per unit area of paper samples. Previously no special humidifying chamber has been necessary due to the relatively constant temperature and humidity control throughout the building. This permits the examiner to weigh the paper during the course of the examination whereas if the temperature and humidity vary over a considerable range (humidity and humidity is a function of the temperature) it would be necessary during the course of the examination to prepare the paper in a constant humidity chamber for a period of time in order that the weighings could always be under the same conditions. This would obviously materially increase the time required to conclude this type of examination.

2. It has been well established through research that humidity has a definite effect upon latent impressions and that

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DATE 3/24/91 BY SP-1/HR

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INDEXED 33 APR 4 1944

MEMORANDUM FOR THE DIRECTOR

- 2 -

High humidity greatly decreases the possibility of obtaining latent prints on documentary evidence. Every effort is made to get the documents into cellophane envelopes as soon as possible for transmission to the Laboratory where for many years we have depended upon the humidity control of the building to protect them upon their removal from the cellophane envelopes and during the course of their examinations.

3. High humidity also affects a number of secret inks and although the lack of humidity control will not be serious in all these cases those documents which we retain in the Laboratory with a view to subsequent development or redevelopment for use in the prosecution of espionage cases may be so affected that it would not be possible to restore the message when necessary for its use as evidence.

4. In the examination of written documents to determine the age of ink the necessary procedure is to make comparisons with a reference file of standards which have been maintained since the inception of the Laboratory. The temperature and humidity control of the Laboratory has sufficed to keep the control on the aging qualities of ink. The varying of temperature and humidity would affect the standards to the extent that they will give a false picture unless protected from this condition. Great injury will result to our research project and the work of nearly ten years will be seriously impaired.

5. In a number of types of Laboratory work photographic plates, rather than negatives, are used. These plates are necessary because of the extreme accuracy necessary in the recorded image. As an example, spectrographic plates are examined and the position of the lines is of such great importance that less than one thousandth of an inch in variance would destroy the value of the plates. It has not heretofore been necessary to have any elaborate equipment to protect the emulsion on these plates during the course of their examination. This has been possible because of the temperature control within the building and if this condition is changed special equipment will be necessary to protect these plates where a slight change in the emulsion will make them valueless.

6. In the section of the Laboratory devoted to blood and serological work an effort is made to maintain this room as nearly dust free as possible in order to protect the sterile equipment used in this work. This room is closed off and suitable working conditions are maintained only by air conditioning in the building. If it is not possible to air condition this, it would

MEMORANDUM FOR THE DIRECTOR

- 3 -

be necessary to purchase individual air conditioning units rather than open windows in this section.

7. It should also be noted that the techniques used in blood and serological grouping require that this work be done below 80 degrees Fahrenheit. It is, therefore, necessary to have air conditioning in this room if we are to be equipped for this type of examination during the summer months.

8. In the Laboratory there are a number of ovens and furnaces necessarily used in chemical and metallurgical examinations. In addition to these, burners and heating elements are constantly in use. Without some air conditioning equipment the Laboratory will be for practical purposes unbearable in the summer time.

The Conference did not feel, due to the fact that Freon gas is so necessary at the present time for use in combat areas particularly in the South Pacific, that the Bureau could insist on 5000 pounds of this gas being diverted for air conditioning use in the Department of Justice Building. Mr. Coffey, who was present at the Conference at the time, felt that although conditions wouldn't be as ideal without air conditioning facilities, the Laboratory could operate and its work would not be materially harmed through the lack of air conditioning facilities.

The Conference, therefore, recommended that an appropriate communication be prepared for the attention of Mr. Cannon to the effect that although difficulties would be experienced in the Laboratory if the air conditioning system was not in operation, the work of the Laboratory would continue regardless, since it is realized that the gas is so critically needed in the combat areas.

9 August 1943
Although the Conference did not pass on the Bureau's Health Service in this building since it was not brought up at that time, Glavin feels since the Health Service is one of the services for which preferred priorities given in so far as air conditioning equipment is concerned, that we request individual units for the Health Service for the coming summer.

Should the Director agree with the Conference recommendation and Glavin's recommendation in regard to air conditioning facilities, the appropriate communication will be immediately addressed to Mr. Cannon covering this matter.

Respectfully submitted,
FOR THE CONFERENCE

CC - Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

W. R. Glavin
Secretary

000170

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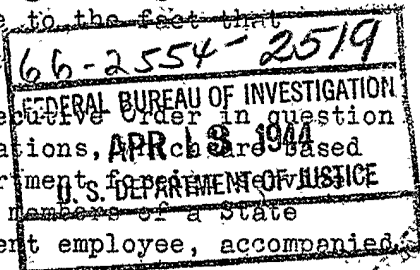
MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Coffey, Rosen, Clegg, Ladd, McGuire, Acers, Mumford, Hendon and Carson being present, considered a prior suggestion that the Bureau pay the transportation cost of transporting furniture for SIS employees to and from their posts of assignment in Latin America.

This matter has been previously considered, and research has been conducted at the State Department and elsewhere in order to ascertain the regulations followed by the State Department in connection with this matter. It has been determined that the State Department foreign service offices are specifically covered with regard to furniture shipments (including personal belongings of employees or members of employees' families such as personal baggage, personal autos and virtually all other types of belongings, including necessary groceries but not wines, liquors or household pets such as animals or birds) by public legislation which applies only to the foreign service personnel of the State Department. There is similar legislation applying specifically to Army and Navy officers, etc.

There is apparently no legislation of any kind that would apply to Bureau employees except executive order No. 8588 of November 7, 1940, effective October 10, 1940, which was issued under the authority of public law No. 839 of the 76th Congress, which Executive Order covers the payment of costs of shipment of furniture and household effects of Bureau personnel within the United States. The language of this Executive Order, however, apparently constitutes sufficient authority for the Bureau to pay shipping charges in connection with the shipment of furniture and household effects to our personnel on SIS assignments, inasmuch as the headquarters of these employees are actually fixed for per diem purposes in the Latin American cities in which they are assigned. There is apparently no appreciable difference with regard to the application of this order in so far as employees in foreign countries are concerned, except that larger gross weight would ordinarily be allowed under the terms of the order due to the fact that most of the shipments would be by steamship.

It should, of course, be noted that the Executive Order in question is much less liberal than the State Department regulations, which are based upon statutory authority contained in each State Department appropriation bill (for instance, per diem is paid to members of a State Department employee's family while such State Department employee, accompanied by his family, is under transfer).



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December 10, 1943

Under the terms of the Executive Order which would apply to Bureau personnel, shipping charges only would be payable, and no charges for insuring the items shipped would be payable by the government.

CONFERENCE ACTION

The members of the Executive Conference, with the exception of Messrs. Hendon and Carson, recommend that the Bureau pay the costs (from SIS funds) of shipping SIS employees' furniture to them on assignment in Latin America upon request and further that we similarly pay shipping charges in connection with the transportation of furniture back to the United States when the assignments are terminated for any reason. These majority members of the conference recommend that the Bureau pay shipping costs in connection with the transportation of furniture from Latin America to the United States even though the furniture was acquired in Latin America and was not originally shipped down from the United States for use by the employees while on assignment in Latin America.

The majority of the conference point out that this is only fair, inasmuch as representatives of other governmental departments operating on official business in foreign countries enjoy such privileges to a more liberal extent than would Bureau employees under this procedure.

VIEWS OF MESSRS. HENDON AND CARSON

Messrs. Hendon and Carson recommend that the Bureau not undertake to pay any of the shipping costs with regard to the transportation of furniture or household effects of employees on SIS either to or from Latin America for the following reasons:

1. SIS employees do not have their families with them as do representatives of other governmental agencies for which reason there is no necessity for them to take furniture from the United States. They do not have to maintain living establishments with their families as is the ordinary case with regard to representatives of other government departments, including the State Department. SIS assignments are, in every sense, temporary war-time assignments. Other government departments are covered by specific legislation, which, of course, was passed in peace time, inasmuch as such departments operate in foreign countries regularly in peace time as well as war time.
2. In order to comply with provisions of the pertinent Executive Order, a large amount of additional "red tape" and work, clerical and otherwise, will be placed upon the Bureau in handling these shipments, particularly with regard to the undercover personnel, inasmuch as the shipments will have to be handled in such a way as to not uncover the personnel involved. It is not believed that this additional detail and work on the part of the Bureau is justified, inasmuch as there is no necessity for the employees taking furniture to Latin America in order to maintain proper living standards.

Memorandum for the Director

--3--

December 10, 1943

3. Inasmuch as none of the employees take their wives or families with them, it is believed a foregone conclusion that very few, if any, will desire to transport any furniture from the United States to Latin America. The procedure recommended by the majority of the conference, it is believed by Messrs. Hendon and Carson, will only result in the Bureau's being required to pay the transportation of a large number of items back to the United States in the way of antiques, bargains and various items in the nature of furniture and household effects purchased by the employee while on assignment. It is believed by Messrs. Hendon and Carson that this transportation of items purchased in Latin America back to the United States at government expense would develop into something of a "racket." Tariff laws and regulations in Latin America being completely different from those in the United States, it is, of course, possible to purchase many items much cheaper than in the United States. This would apply to certain types of rugs, china, pottery, antiques, mahogany and many other items.

Messrs. Hendon and Carson are of the opinion that the suggested procedure would, in the final analysis, result in the transportation of a very large amount of items of this kind to the United States from Latin America at Bureau expense, and that there would actually be very little transportation of legitimate furniture utilized by the Agents and other employees in maintaining proper living conditions in Latin America.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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April 3, 1944

ROH:DV

THE DIRECTOR

We presently have only enough file cabinets for the Assembly Section of the Identification Division to last for approximately seven months. It takes about six months to obtain delivery of new cabinets. The present reserves are of a wooden type which experience has shown are unsatisfactory since they cannot withstand the weight or use they must receive. Press releases have indicated that steel is now being released to manufacturers for use in construction of domestic furniture. The War Production Board has indicated to us that sufficient steel could be released for the manufacture of 500 steel Assembly Section cabinets for the FBI providing the award was made to a manufacturer in Labor Areas 3 or 4.

In view of the need for cabinets at this time to provide an appropriate reserve, the Conference consisting of Messrs. Tolson, Rosen, Mumford, Clegg, Hendon, Acers, Nichols, Hince, Carson, Quinn Tamm, and Tracy unanimously recommended that we take the necessary steps to obtain the 500 metal cabinets. It was further recommended that we attempt to obtain 2,000 metal fingerprint cabinets at this time since we have had the same experience with the wooden cabinets and this number will be required six months hence to provide for the necessary reserve and expansion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

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INDEXED

W. B. Glavin
Secretary

27 APR 4 1944

- Tolson
- E. A. Tamm
- Clegg
- Correy
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Acers
- Carson
- Harbo
- Hendon
- Mumford
- Starke
- Quinn Tamm
- Nease
- Gandy

cc - Mr. Clegg

37 APR 4 1944

Character: Confidential

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DATE 5/24/96 BY SP-8 BAC
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April 1, 1944

THE DIRECTOR

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/96 BY 3861/1/2
#32873

The Executive Conference consisting of Messrs. Ladd, Rosen, Mumford, Clegg, Acers, Hendon, Hince, Carson, Coffey, Quinn Tamm and Glavin considered the present policy of assigning two bullet proof shields to each Field Office.

For the Director's information, some time ago a Committee consisting of firearms men and a supply man considered the question of the quantity of firearms and related equipment needed by the various Field Offices. In the case of bullet proof shields, the Committee, consisting of Messrs. Baughman, Parsons, Sloan and Huston, recommended a minimum of one and a maximum of two bullet proof shields for each office. The Executive Conference at that time recommended two bullet proof shields for each office.

Due to the critical material situation, it has not been possible to furnish two bullet proof shields to each Field Office up to the present time. The Conference was advised that there are sufficient bullet proof shields on hand in the Bureau and its divisional offices to have one bullet proof shield in each office.

The Conference was further advised that Messrs. Baughman and Glavin were of the opinion that an expenditure for bullet proof shields would be a waste of money in view of the lack of use to which they are placed. The recommendation was, therefore, made to the Executive Conference that the Bureau's present policy be revised so as to make it necessary that one bullet proof shield be assigned to each office rather than two as stated in the present regulations.

The Conference recommends approval of this suggestion as made. Should the Director approve, an appropriate notification will go forward to the Field and redistribution of the shields presently on hand will be made.

Respectfully submitted,
FOR THE CONFERENCE

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Glyde Tolson, Chairman 4 1944

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E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
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Acers _____
Carson _____
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Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

CC - Mr. Tolson
Mr. Clegg

W. R. Glavin, Secretary

APR 4 1944 317

TO: THE DIRECTOR

100167

FROM: THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, Rosen, Mumford, Clegg, Hendon, Carson, Hince, Quinn Tamm, Tracy, Ladd, and Nichols reconsidered the matter of distributing The Investigator to Bureau employees who are on military leave outside the United States.

A recheck was made with Colonel Forney by the Liaison Section, who advised that the Army would now appreciate the Bureau sending such material as The Investigator to enlisted personnel in the armed services because it would be a definite aid to the morale of these men. It would not be possible to send The Investigator to all former employees on military leave since we do not have their addresses and we have been told by the Adjutant General that the addresses cannot be secured as they change frequently.

The Conference accordingly recommended that The Investigator be sent to every employee on military leave outside the country who requests same and furnishes his address. This will be sent out monthly by the Crime Records Section.

Respectfully,
For the Conference

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DATE 8/24/92 BY SP5/SEA
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Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC - Mr. Tolson
Mr. Clegg

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FBI
27 APR 4 1944

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THE DIRECTOR

4-3-44

EXECUTIVE CONFERENCE

The Conference, consisting of Messrs. Tolson, Rosen, Mumford, Clegg, Hendon, Carson, Hince, Quinn Tamm, Tracy, Ladd, and Nichols, considered the matter of disposing of carbon copies of Special Agents' reports for the period 1908 to 1919.

Mr. Nichols pointed out that during that period the procedure was followed in the File Room of placing the original of an Agent's report in the case file and a copy in the Agent's administrative file. The copy in the administrative file is not indexed or recorded; it is filed by name. Copies placed in the case files are recorded and indexed.

This material now takes up space in 103 four-drawer file cabinets. Some of it was filed in bundles which were sent in from the field offices years ago. The material has absolutely no value so far as the Bureau is concerned. Mr. Seyfarth cannot recall when a request was made for the material and there have been no requests in recent years. So far as the copies of Agents' reports are concerned, they serve absolutely no purpose whatever, as the originals are indexed and in case files.

Interspersed with this material are certain original communications. Samples are attached hereto, consisting of letters from Agents advising they are about to be inducted in 1918; acknowledgments of badges; request for two days leave to help out in the Liberty Loan campaign; reporting sick leave; transmitting voucher; acknowledging receipt of commission cards, etc.. These serve no purpose. The Conference, however, felt that since these were original communications they should not be destroyed. It was unanimously recommended that the copies of Agents' reports be destroyed, that somebody go through and pick out the original communications which are to be kept. It will take one person approximately one month or six weeks to do this. However, it will free the 103 steel cabinets and give us considerable extra space.

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Starke
Quinn Tamm
Nease
Gandy

Mr. Tolson

Mr. Clegg

RECORDED & INDEXED
Respectfully,
For the Conference

166-2554-2323
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APR 5 1944

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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DATE 5/24/92 BY SP5C/BCE

#333073

19 APR 5 1944

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URG:val

THE DIRECTOR

March 31, 1944

THE EXECUTIVE CONFERENCE

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DATE 5/24/91 BY SP5CJ/bw

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The Executive Conference consisting of Messrs. Ladd, Rosen, Mumford, Clegg, Acers, Hendon, Hince, Carson, Coffey, Quinn Tamm, and Glavin considered the suggestion received from SAC Hood of the Los Angeles Office that the Bureau consider the advisability of forwarding the Service Award Keys to the Special Agent in Charge in order that they may be awarded by him to the employees in the name of the Director. The personal letter from the Director could be handed to the employee at the same time by the Special Agent in Charge.

SAC Hood feels that more recognition could be given to the employees for their services by having the award made in this manner, and there would be many instances when other employees could be called in to witness the award. SAC Hood believes that as a result the effect, in so far as the other employees are concerned, would be good.

Glavin advised the Conference he feels that the Bureau policy should remain as it is because:

1. The award is from the Director, not from the Special Agent in Charge.
2. The Field Office ceremony would not be the same each time which might result in difficulties if the employee or the Special Agent in Charge were absent from the headquarters city.
3. This additional ceremony would seem to be unnecessary.
4. This would incur additional delay in presenting the Service Awards.

The Conference recommended that the Bureau policy in making these awards direct to the employee from the Director be continued.

Subject to the Director's approval, there is attached an appropriate communication to SAC Hood in regard to this matter.

Respectfully submitted,

FOR THE CONFERENCE

RECORDED

INDEXED

Clyde Tolson

Chairman

32 APR 5 1944

U. E. Glavin

Secretary

Tolson _____
 E. A. Tamm _____
 Clegg _____
 Coffey _____
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APR 5 1944

100164

HHC:BG

March 27, 1944

SAC, Salt Lake City

Re: HEBER KIMBALL CLEVELAND, WAS, ETAL
CATHRYN LUCY COLLINGSOOD, ETAL, VICTIM
WHITE SLAVE TRAFFIC ACT

Dear Sir:

The suggestion submitted by your office under date of January 17, 1944, concerning the checking of State Bureau of Vital Statistics' records and the use of a form for such purpose was referred to a group of Bureau Inspectors and Special Agents in Charge.

As a result of the survey, it is believed inadvisable to adopt the use of this form. Among the reasons cited were the fact that the State Bureau of Vital Statistics was usually located in the state capital and leads to obtain information would be handled only by a few agents of each office; all the information called for might not be needed in a given case and in other instances the investigation would not be adequate or complete. Also, it was disclosed that identical information is not always on file at each State Bureau of Vital Statistics and personal contact in obtaining such information frequently makes it unnecessary to pay a fee for obtaining the information. It was further pointed out that the number of instances in which it was necessary to seek such information would not be sufficient to justify the use of a form. For these reasons, the Bureau believes it inadvisable to approve the form submitted by you.

Very truly yours,

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DATE 5/24/91 BY 3752/bee
#323,093

John Edgar Hoover
Director

Notation: Approved by Executives' Conference,
3/18/44, those present being Messrs.
Tolson, E. A. Tamm, Glavin, Ladd, Q.
Tamm, Tracy, Carson, Hendon, Mumford,
Acers, Coffey & Clegg.

COMMUNICATIONS SECTION
MAR 27 1944 PM

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66-2554-2525
FEDERAL BUREAU OF INVESTIGATION
MAR 27 1944
U. S. DEPARTMENT OF JUSTICE

87 APR 6 1944

ORIGINAL COPY FILED IN 3-68437-101

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To : THE DIRECTOR
From : THE EXECUTIVE CONFERENCE
Subject:

Date: March 31, 1944

The Executive Conference consisting of Messrs. Tolson, Mumford, Ladd, Clegg, Acers, Hince, Hendon, Coffey, Nichols, Quinn Tamm, Tracy, Carson and Glavin considered the suggestion submitted by SAC J. J. Starke of the Providence Office that the Providence Divisional Office be closed from 12:00 midnight to 8:00 A.M. daily.

Mr. Starke in a communication to the Bureau under date of March 22, 1944, stated that the calls received by the Providence Office after midnight did not warrant the continuance of maintaining the office on a 24-hour basis.

The Conference agrees that the Providence Office should be closed in accordance with the recommendations made by Mr. Starke. It is not felt necessary that it be closed on a 30-day basis, but that definite arrangements be made to have the regular office hours of the Providence Office be from 8:00 A.M. to 12:00 midnight daily.

Subject to the Director's approval, there is attached hereto a communication addressed to SAC Starke concerning this matter.

Respectfully, submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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DATE 5/21/91 BY SP5CJ/lee
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THE DIRECTOR

April 1, 1944

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/21/91 BY SP8C/162
#3230130

The Executives' Conference considered the suggestion of Mr. Hince that the Bureau authorize the Special Agent in Charge of the Charlotte office to arrange for fingerprint identification schools in North Carolina. A minimum of two schools was considered necessary. During recent visits to Charlotte on the part of Messrs. Clogg, Coffey and Hince, there were found indications of a great need for fingerprint identification training because many of the departments had lost to the armed services the only officers which they had who were qualified in fingerprint work. SAC Ed Scheidt has just completed a series of fourteen police conferences and indicated that he found the lack of trained fingerprint identification officers to be an outstanding fact. Scheidt stated that if the Bureau would operate some fingerprint identification schools in North Carolina, it would be a service which would not soon be forgotten by the police chiefs of North Carolina.

There have been recent indications of an attempt by the Northwestern University Traffic Institute to infiltrate into the local police training school situation in North Carolina. This organization, through one of its graduates, participated in the traffic training program of the North Carolina State Highway Patrol recently, although the Bureau followed up immediately with instruction in the same work. The Northwestern University Traffic Institute also tried to arrange to have the National Traffic Training Institute held at Chapel Hill, which the Bureau was successful in averting. The Conference felt that it would be desirable to stress training activities in North Carolina at this time and that fingerprint identification schools would be a step in the right direction.

RECOMMENDATION: The Conference unanimously recommends that SAC Scheidt be authorized to organize fingerprint identification schools in North Carolina, the schools to be of two weeks' duration in accordance with the Bureau's approved standard course. Instructors would be Special Agents who have had previous training as fingerprint experts in the Bureau's Identification Division and who have been qualified as police instructors at Washington. If approved, the suggested letter to Mr. Scheidt should be sent.

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Harbo _____
- Mr. Hendon _____
- Mr. McGuire _____
- Mr. Mumford _____
- Mr. Piper _____
- Mr. Quinn Tamm _____

Respectfully,
FOR THE CONFERENCE

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135
Clyde Tolson
Chairman

166-2554-2527
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32 APR 11 1944

W. R. Glavin
Secretary

cc - Mr. Tolson
Miss Gandy

34 APR 11 1944

LBN:mgg

February 2, 1944

ALL INFORMATION CONTAINED
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DATE 7/24/91 BY SP5C/1/bee
#528313

THE DIRECTOR

Re: LABORATORY WORK SHEETS

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Quinn Tamm, Mumford, Coffey, Carson, Acers, Hendon, Tracy, Hince, Rosen, Ladd and Nichols, reconsidered the matter of filing laboratory work sheets. In the consideration there were two distinct propositions:

(1) In January of 1940, instructions were issued that laboratory work sheets of examiners should be sent to the Records Section after they had served their purposes in the Laboratory to be placed in the case files. Pursuant to these instructions, a large number of sections of files containing between 300 and 400 laboratory work sheets each were forwarded to the Records Section. The work sheets were filed according to examiner. The breakdown of these files and placing each individual work sheet in a case file is a tremendous job and we frankly did not have the personnel available then to do this; neither do we have it available today to do this job. I am attaching hereto one of the laboratory work sheets which contains the notations of the examiner. The laboratory work sheets are extremely important to the examiner, particularly when he makes re-examinations; i. e., examines new specimens or when he goes out to testify.

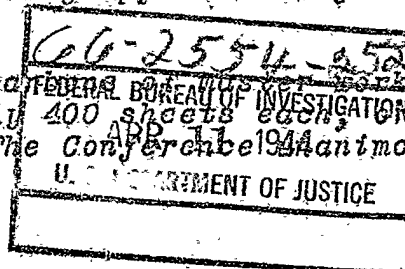
The first proposition considered by the Executive Conference was the disposition of the old laboratory work sheets which have accumulated since the founding of the Laboratory, and all members of the Conference, with the exception of Mr. Coffey recommended that previous instructions be revised to provide that all laboratory work sheets shall not be placed in individual case files. The following is a brief tabulation of the laboratory work sheets involved:

(a) There are 254 sections under the name of an individual laboratory examiner containing approximately 76,000 sheets in all.

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(b) There are 255 folders of confidential work sheets which contain approximately 400 sheets each, a total of 200,000 work sheets. The Conference 1944 unanimously

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JUN 8 1944

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agreed that these serve no purpose and could be destroyed and that in the future after they have served their purpose in the Laboratory, they should be disposed of, namely, they will be destroyed after two years at which time they will have served every logical purpose. These sheets are duplicates of the laboratory work sheets referred to in (a) above and are used for administrative purposes in the Laboratory. There are 35 sections of the files containing 275 sheets or approximately 9,600 work sheets from the Document examiners. They will be kept as they are without being placed in the individual case files.

- (c)
- (d) There are 84 sections containing approximately 500 sheets, or a total of 42,000 work sheets from the Fingerprint Section. No change will be made in connection with the keeping of these daily reports. Mr. Coffey feels that the old work sheets should be placed in the files pertaining to the cases.

(2) The proposition was then advanced that in the future the laboratory examiners would be permitted to keep their work sheets for a reasonable period of time, or the work sheets should be placed in the laboratory file.

By way of background, it is pointed out that the Laboratory keeps an administrative file of pending cases which consists of the original evidence, photographs, copies of lab reports and other items which are used daily for administrative purposes in the Laboratory. Mr. Nichols advanced the suggestion and it was agreed to by Mr. Coffey and the balance of the Conference were opposed to the suggestion that all the laboratory work sheets be placed in the laboratory file and then after the sheet has served its purpose in the laboratory, it be sent to the Administrative Files. Mr. Coffey pointed out to the Conference the present difficulties which exist in attempting to follow the present rule of sending these lab work sheets immediately to the Administrative Files with the outgoing report:

(1) In 56 per cent of Bureau cases handled in the Laboratory there is resubmission of evidence coming in the second, third, and more times. These resubmissions require reference to the examiner's first work sheet on the case. A number of instances were cited where delays occurred in obtaining this work sheet, thus delaying the examination. It was especially pointed out that in obtaining the earlier work sheet under the present system, it then

Memorandum for the Director

Page Three

becomes necessary to tie up the whole file on the examiner's desk, making it unavailable for other supervisors in the Bureau. The only alternative to this tying up of the file is to send for a File Room employee to remove the work sheet from the file, which entails a considerable amount of work. Mr. Nichols made the observation that this new procedure would be inefficient and tie up personnel, would cause a great deal of confusion and would be a hardship on the entire Bureau.

(2) Mr. Coffey cited two cases in which laboratory examiners proceeded to court commitments without their work card under the new system for the reason that it was not possible for Files to find their work sheets. In these two cases the work sheets had recently been sent to Files with the outgoing reports and apparently had not yet been filed when the examiner received his call to appear in court. In both of these cases, the work sheets were subsequently found after the examiner had departed for his commitment, and in one instance it was possible to get the work sheet to him by special delivery mail before he testified. In the other instance, the examiner testified without his work sheets.

Subsequent to the Conference discussion, Mr. Nichols conferred with Mr. Harbo who has recently inspected the Laboratory. Mr. Harbo felt that by all means the work sheets should be kept on the seventh floor, either in the file or in the box of the individual examiner. The majority of the Conference, with the exception of Messrs. Coffey, Carson and Nichols, recommended no change in the present rule, namely, work sheets be sent to Files. Respectfully,
with the yellow of the laboratory For the Conference
report. Coffey, Carson and Nichols
recommended that the laboratory work
sheets be placed in the laboratory
file.

Glyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Tolson
Mr. Glavin

Attachment

100157

REC-127

March 15, 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/24/91 BY SPSC/jk
#3230 BTHE DIRECTOR

1. The Executives' Conference considered the matter of retaining Laboratory Examiners' work sheets either in the Laboratory or in the Administrative Files of the Bureau.

These Laboratory work sheets contain original notes made by the Examiners which aid them in reaching their conclusions. It would be advisable and, in fact, necessary that the Examiners refer to their work sheets prior to giving testimony and it is quite likely that they could bring the work sheets with them to the witness stand as original notes to refresh their memory. At least they are so closely related to the evidence itself that the suggestion was made that these work sheets, which in routine cases consist of only about three pages of notes and in more complicated cases the number of pages is more voluminous, remain in the same file as the evidence. The evidence is retained in the Laboratory folder. In the Laboratory folder is one jacket containing evidence, another jacket containing photographs, and another jacket containing duplicate copies of correspondence. It would appear logical to a majority of the Conference that the work sheets should be kept in the same folder with the evidence. This would make the work sheet as easily available as the evidence itself and during the period of time between the writing of the outgoing letter and the time when the yellow copy of the outgoing letter reaches the files, there have been two or three instances of recent date when difficulty has been experienced in locating the work sheets which were attached to the yellow of outgoing correspondence. This difficulty would be eliminated by having the work sheet placed in the Laboratory Files folder.

Messrs. Tolson, Glavin, Tracy, Lingo, E. A. Tamm, Ladd, Mumford, Rosen, Coffey, Nichols, Acers, and Clegg recommended that these work sheets be retained in the future with the evidence in the Laboratory File. They are strictly Laboratory papers and serve no valuable purpose to any one other than the Examiner.

This majority of the Conference also agreed that in those police cases (Classification 95) on which the Laboratory does not make up a file and the evidence is returned to the police department, the work sheets would go to the Administrative Files attached to the yellow copies of outgoing correspondence in order to prevent the necessity of a new file being made up in the Laboratory which would serve no other purpose.

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cc - Mr. Tolson
Mr. Clegg

6 JUN 8 1944 730

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| 66-2554-252 |
| FEDERAL BUREAU OF INVESTIGATION |
| APR 11 1944 |
| U. S. DEPARTMENT OF JUSTICE |

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Mem. for the Director

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Messrs. Quinn Tamm and Hendon recommended that the Laboratory Examiners' work sheets go to the Administrative Files attached to the yellows of outgoing correspondence. Mr. Quinn Tamm stated this would be consistent with the practice of handling work sheets in latent fingerprint examinations and they had experienced no difficulties in connection with this. Both Mr. Hendon and Mr. Quinn Tamm felt that it would be preferable for this material to be in the general files of the Bureau.

A memorandum of instruction will be prepared for the Laboratory based upon the Director's decision in this matter.

2. Previously the Executive Conference considered the Bureau's instructions of January, 1940, that the Laboratory work sheets of Examiners should be sent to the Administrative Files after they have served their purpose in the Laboratory. The Files Section has been filing these Laboratory work sheets and there are now a large number of sections of files each containing between 300 and 400 Laboratory work sheets having been placed in the files according to the Examiner. The following recommendations were made:

- A. That the numerous sections containing thousands of work sheets of Laboratory Examiners filed under the name of individual Laboratory Examiners and the numerous folders containing carbon copies of these work sheets not serve no useful purpose and may be destroyed after they are two years old.
- B. There are also 35 sections of files containing 9,600 work sheets from Document Examiners and it was ~~unanimously~~ recommended that these work sheets be kept as they are in the Files Section and that they not be placed in individual case files since it is old material and can be found if it should become necessary.
- C. There are also 31 sections containing a total of 42,000 work sheets from the Fingerprint Identification Section and no change is recommended in connection with the maintaining of these work sheets.

by all except Mr. Coffey

All of the members of the Conference except Mr. Coffey recommended in accordance with the above suggestions. Mr. Coffey, however, felt that these old work sheets should be placed in the individual case files. The objection to this was that it would involve a large amount of clerical work for which there would not be received adequate value.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

000156

March 8, 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/24/71 BY SP-1/bse

RCH:DW

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Coffey, Quinn Tamm, Rosen, Mumford, Ladd, Acers, Hendon, Nichols and Glavin reconsidered the wearing of identification badges by the personnel in the various divisional offices.

The Conference, with the exception of Messrs. Hendon, Nichols and Tolson, recommends a continuance of the present policy of employees in the field service wearing identification badges while in the divisional office.

Messrs. Tolson, Nichols and Hendon are still of the very definite opinion that badges should be worn in the larger offices and that they should not be worn in the smaller offices. It is believed by them that the problems existing in offices of different size as to the identification of personnel are entirely different and justify the application of different rules. For example, in New York City there are over a thousand Agents and clerks and it is impossible for them all to become acquainted. On the other hand in offices such as Sioux Falls and Knoxville the total personnel amounts to around 25. They are all thoroughly acquainted and no purpose is served through the wearing of badges. They lead to comments from outsiders because it is obvious to such outsiders that no purpose is served through wearing badges in these small offices. It is felt by the minority of the Conference that it is impractical, unnecessary and against the Bureau's interests to require badges in these small divisions. It is felt that the criterion of 100 employees previously recommended as the dividing line between offices required to wear badges and those not required to wear badges is practical and reasonable.

By

Respectfully,
For the Conference

66-2554-2530

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APR 11 1944

FEDERAL BUREAU OF INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

Tolson, Chairman

Glavin, Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

CO - Mr. Clegg

W. R. Glavin, Secretary

Inclosure to C. 2 - 13

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DML:CSH

THE DIRECTOR

The Executives Conference

April 5, 1944

At a meeting of the Executives Conference on April 4, 1944, attended by Messrs. Tolson, E. A. Tamm, Nichols, Rosen, Glavin, Tracy, Q. Tamm, Acers, Hendon, Gurnea, Carson, Mumford and Ladd, the attention of the Conference was called to the amateur night try-outs which are being sponsored by the FBIRA. It was pointed out to the Conference that some of the better acts from these try-outs are to be picked and that an amateur night program will be put on for Bureau personnel; that the people participating in these try-outs have inquired whether it would be permissible for them to form entertainment bands to tour Army camps under the sponsorship of the FBIRA, the Army camps to be confined to those in the vicinity of Washington. It was pointed out to the Conference that if this suggestion was approved the acts would be very carefully picked and arrangements would be worked out with the USO to have some of these acts put on for the soldiers.

The Conference was unanimously in favor of this procedure and suggested that, following the night on which the amateur program is put on for the Bureau employees, the better acts be selected and contact be made with the USO officials for the purpose of arranging to have these acts taken to nearby camps.

In the event you approve the recommendation of the Conference, appropriate plans will be made to put this program into effect. It is believed if the employees know such a program is being planned for them there will be an inclination on the part of more employees to come out and participate in these amateur night try-outs.

Respectfully,
For the Conference,

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/24/91 BY SP521/bce
#323073

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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| 66-2564-253 |
| FEDERAL BUREAU OF INVESTIGATION |
| APR 13 1944 |
| U. S. DEPARTMENT OF JUSTICE |

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57 APR 17 1944

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HEREIN IS UNCLASSIFIED
DATE 5/24/97 BY SP5 C/KC
#323,873

JKM:PES

March 30, 1944

THE DIRECTOR

The Executives Conference, with Messrs. Tolson, Ladd, Clegg, Gl Carson, Tracy, Q. Tamm, Nichols, Coffey, Hince, Hendon, Acers and Mum in attendance, today considered a suggestion by the Richmond Field Of that it and the Norfolk Office be permitted to furnish to the Alcohol Beverage Control Board of the State of Virginia lists of Selective Service delinquents in the state so that a check can be made by that Board again in connection with the reregistration about to be undertaken in Virginia liquor rationing coupons. It was also suggested that the cooperation of Board be enlisted to have its representatives ask all men between 18 and 30 their Selective Service cards at the time they reregister.

The members of the Conference were unanimously opposed to this procedure the following reasons: First, the A.B.C. Board and its representatives are at least to some extent politically controlled and not being a policing agency this Board does not have the reliability and responsibility to entitle it to be enlisted in such an undertaking.

Second, the law provides that only duly constituted law enforcement representatives have a right to demand the presentation of draft cards, and there is no violation involved in failure to do so when the request comes from other than law enforcement officers. You will recall that an attempt along this line was made in Northern New York State by employment officials, and after several months of having innumerable reports made to us concerning failure to have such cards in possession and checking each out, the Bureau failed to find a single instance of violation of any law. The persons could not be charged with failure to have the cards in their possession because the individuals who requested them were not law enforcement officers and failures to display them were sometimes due to failure to have them in possession and at other times mere refusal to show them for personal reasons.

Third, the lists of delinquents changes so much from day to day that to give out a prepared list of delinquents in any state to be used over a period of a month by an agency not thoroughly familiar with law enforcement would undoubtedly cause embarrassment.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

If you concur with the members of the Conference, there is attached for your approval a teletype so advising the Richmond and Norfolk Offices.

Respectfully,
For the Conference

C. A. Tolson
Chairman

W. R. Glavin
Secretary

311 Attachment

APR 18 1944

100153

LJN:RC:HBM

THE DIRECTOR

April 10, 1944

EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, Glavin, Carson, Tracy, E. A. Tamm, Coffey, Hince, Hendon, Acers, Clegg, Gurnea, Rosen, and Nichols, considered the matter of Bureau employees attending the graduation exercises of the ~~FBI~~ National Police Academy Saturday morning.

It was suggested that instead of having several hundred employees from the Division of Records and Communications attend, as many employees as could be transported by Bureau bus from the Armory to the Departmental Auditorium, be designated, the employees to be selected by Mr. Tracy. All members of the Conference were very much in favor of such a procedure with the exception of Mr. Tracy who felt that the selection of a limited number of employees who could be transported to the Departmental Auditorium, out of 3500, would be most difficult. Mr. Tracy pointed out that there would probably be hard feelings, regardless of how the employees were selected, unless a whole unit could be chosen at one time and the employees attend on a basis of unit by unit. If this were done Mr. Tracy felt that the only way to select the employees would be to pick out the oldest and highest-ranking employees as the units are large.

A check has been made of transportation facilities. We have two buses available, and a total of 72 employees could be transported to the Departmental Auditorium; however, there will be an acute shortage of chauffeurs Saturday morning in the event cars are necessary for the speakers. If approved, however, arrangements can be made for 72 employees from the Identification Division to be selected and transported by bus to the Departmental Auditorium.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/24/91 BY SP-6 JBC

#323013

RECORDED & INDEXED

Respectfully,
For the Conference

66-2554-2533
FEDERAL BUREAU OF INVESTIGATION
Clyde Tolson, Chairman
APR 15 1944
U. S. DEPARTMENT OF JUSTICE
W. R. Glavin, Secretary

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

cc - Mr. Tolson
Mr. Clegg

APR 17 1944

000150

nhc:mgc:jhd

November 1, 1943

THE DIRECTOR:

It was suggested by the SACs at the conference in Chicago that once each year a conference be held by the field supervisors handling Communist investigations and the Bureau supervisors supervising Communist matters, the meeting to be held in Washington.

This was suggested as a very important subject and one becoming increasingly important. The necessity for better coordination was apparent and it would generally improve investigations throughout the field. The indication was that this conference should be held in Washington. A counter suggestion was that since the Communist party is organized according to districts in the United States, the conferences should likewise be held according to Communist party districts in order to effect better coordination.

As for the counter suggestion that the conferences be held according to Communist party districts, only Messrs. Hostetter and Brantley favored the suggestion. Messrs. O'Connor, Hallford, McFarlin, Hanni, Dalton, Flood, Rhodes, Norris, Drayton, Kuhnelt, Boardman, Bugas, Cornelius and Belmont were opposed. Those favoring the initial suggestion that such conferences be held in Washington were Messrs. O'Connor, Hallford, McFarlin, Hanni, Dalton, Flood, Rhodes, Norris, Drayton, Kuhnelt, Boardman, Bugas, Cornelius and Belmont.

At the Executives' Conference, the vote on the initial suggestion that such a conference be held in Washington was as follows: For the Suggestion: Messrs. Hince, Coffey, Nichols, Q. Tamm, Tracy and Clegg. Opposed to holding any such conferences: Mr. Hendon. For holding the conferences by Communist party districts: Mr. Acers.

Those present at the Executives' Conference were Messrs. Hince, Coffey, Nichols, Q. Tamm, Tracy, Hendon, Acers and Clegg.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

RECORDED

H. R. Glavin
Secretary

66-2554-2537

FEDERAL BUREAU OF INVESTIGATION

APR 17 1944

U. S. DEPARTMENT OF JUSTICE

INITIALS

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

CC: Mr. Tolson
Mr. Glavin

APR 20 1944

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000151

SUGGESTION:

- (A) It was suggested that there be held at least once a year a conference between field supervisors handling Communist investigations and the Bureau supervisor on that desk.

ADVANTAGES:

1. The matter of Communist activities is very important and is getting more important, and this will aid in better coordinating the work, facilitate investigations and generally improve the investigations throughout the field by giving the various offices the benefit of information developed in offices in their regions and will likewise point out mistakes which they might be making.

SUGGESTION:

- (B) The Communist Party is organized in this country according to districts, and the suggestion was offered that if conferences are going to be held, that they be attended by field office supervisors according to Communist Party districts.

VOTE:

In favor of Suggestion A - Unanimous.

In favor of Suggestion B - Mr. Hostetter and Mr. Brantley

Opposed - Messrs. O'Connor, Hallford, McFarlin, Hanni, Dalton, Flood, Rhodes, Norris, Drayton, Kuhnle, Boardman, Bugas, Cornelius, Belmont.

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DATE 3/24/91 BY SP5CJ/H22

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LAH:MS

March 30, 1944

THE DIRECTOR

The Executives' Conference considered the inquiry of Mr. Skousen as to whether the FBI Girls' Choir would be asked to participate in the FBI NPA Banquet. Mr. Skousen stated that the Choir has some engagements this spring and is rehearsing.

RECOMMENDATION: The Conference unanimously was opposed to inviting the FBI Girls' Choir again in view of the fact that they have recently appeared and in the interest of keeping the program brief.

Those present were Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Rosen, Clegg, Nichols, Hendon, Carson, and Hince.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Tolson
Mr. Clegg

RECORDED

EX - 19

66-2554-2535
FEDERAL BUREAU OF INVESTIGATION
APR 18 1944
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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DATE 3/24/91 BY SP5/BSE
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59 APR 21 1944

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100148

February 17, 1944

THE DIRECTOR

The ~~Executive~~ Conference, consisting of Messrs. E. A. Tamm, Clegg, Sanford, Rosen, Carson, Nichols, Moore, Hendon, Coffey, L. Hunt and Ladd, considered the suggestion that in acknowledging fingerprint records received in the Identification Division, from law enforcement agencies in the western hemisphere, outside the United States, the reply be made through the Legal Attache.

The Conference was unanimously of the opinion that the reply should be made direct to the contributor and not through the Legal Attache.

The Conference likewise considered the suggestion that a copy of the criminal record be furnished to the Legal Attache. The Conference was unanimously opposed to this suggestion, pointing out that instances where the record would be of any value or interest to the Legal Attache would be very few; that the receipt of such records would impose an added burden of filing and indexing, et cetera, on the office of the Legal Attache, and all such offices are presently undermanned from a clerical standpoint. In view thereof it was the recommendation of the Conference that these criminal records be furnished only to the contributor and not to the Legal Attache.

Respectfully,
For the Conference,

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HEREIN IS UNCLASSIFIED
DATE 3/24/91 BY SP-1/bee
#323013

RECORDED 66-2554-2536
Clyde Tolson, FEDERAL BUREAU OF INVESTIGATION

APR 19 1944

W. R. Glavin, DEPARTMENT OF JUSTICE

62-10

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MEM:jl

DATE February 18, 1944

MEMORANDUM FOR MR. GLAVIN

The two-way radio sets presently in use on Bureau automobiles are frequency modulated transmitters and receivers utilizing a frequency of 40180 kilocycles. They will operate for a distance of 15 or 20 miles in open country and approximately 1 mile in a mountainous area.

The San Antonio office is desirous of equipping 3 automobiles with amplitude modulated transmitters utilizing a frequency of 1658 kilocycles. The amplitude modulated receivers presently in the automobiles can be used as they are. The new transmitter they are requesting utilizes a 16 foot bamboo pole tied to the rear bumper. Thirty to thirty-six watt sets are needed. They would cost approximately \$600.00 each.

The San Antonio office claims that these sets operate satisfactorily in excess of 100 miles. Because of the wide range of distances over which the Bureau automobiles must operate in Texas in searching for escaped prisoners of war, the San Antonio office is desirous of having sets of a frequency that will tie in with the local state police network and operate at a great distance. While these sets would meet the particular problem in the San Antonio office, they would not be of value in other offices.

1. A 1658 kilocycle frequency is not utilized in all other divisions.
2. In most divisions 16 foot poles on the back tied to the bumpers could not be used.
3. Such equipment is of value only instances where concealing the identity of the automobile is not important.

Respectfully,

Harris H. Huston

ADDENDUM: The Executive Conference consisting of Messrs. F. A. Tamm, Tolson, Hendon, Carson, Hince, Agers, Quinn Tamm, Mumford, and Glavin considered the above matter and recommends approval of this particular purchase for the San Antonio Office.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/24/91 BY SP-1/lee

#323013

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| 66-2554-233 |
| FEDERAL BUREAU OF INVESTIGATION |
| APR 19 1944 |
| U. S. DEPARTMENT OF JUSTICE |

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4/17/44

THE DIRECTOR

April 17, 1944

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/24/97 BY SP-10
#323873

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Hince, Acers, Hendon, Ladd, Mumford, Carson, Rosen, Tracy, Quinn Tamm, Coffey, Nichols, and Glavin considered a request that 600 coat hangers be purchased for the Identification Division.

It was pointed out to the Conference that there are inadequate facilities to take care of the large number of coats of employees of the Identification Division, and the Bureau has been unable to make complete utilization of its supply of wardrobe cabinets and coat racks due to an insufficient quantity of coat hangers.

It was pointed out that these coat hangers would cost the Bureau approximately 25 cents each in addition to the hardware which probably would cost 2 to 3 cents apiece, making the total cost of each coat hanger 23 to 30 cents apiece.

The Conference, with the exception of Mr. Nichols and Mr. Glavin, recommended approval of the purchase of these hangers. Glavin felt that paying 25 to 30 cents apiece for coat hangers is a waste of money and feels that the various employees of the Identification Division could have a coat hanger apiece of their own which could be utilized in the Identification Division.

Should the Director approve the recommendation of the majority of the Conference, the appropriate order will be placed with the Department of Justice for the manufacture of these coat hangers.

Respectfully Submitted,
FOR THE CONFERENCE

OK
H.
Clegg

Clyde Tolson,
Chairman

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Mohr
- Mr. Carson
- Mr. Hendon
- Mr. Mumford
- Mr. Jones
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

cc Mr. Tolson
Mr. Clegg

317
APR 22 1944

INDEXED RECORDED

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Mr. H. Glavin
Secretary

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| 66-2554-2538 | | |
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EPO:CH

April 18, 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/24/91 BY SP5C/162

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THE DIRECTOR

The Laboratory reported successful tests on the large portable floodlights. In addition to the technical tests of these lights they were put to practical tests at Quantico in night crime scenes, searches, etc. As a result the advantages and disadvantages of the lights have been set up as follows:

ADVANTAGES

1. Excellent floodlighting for even terrain and for floodlighting buildings.
2. Useful for searches and operations outdoors at night and for raid purposes.
3. Could also be useful for photography at night indoors or outdoors.

DISADVANTAGES

1. Must be used within about 200' of a source of electric house current to which a light can be attached by extension cords provided.
2. It is pointed out that relatively few crime scenes are located near appropriate electric current.
3. The combined weight of the floodlight and tripod is 63 pounds.

RECOMMENDATION: It is recommended that two each of these floodlights be obtained and assigned to every field office except the territorial offices and that four additional such lights be assigned at the Seat of Government for laboratory and training purposes.

The purchase cost is estimated at \$10,000. Enough globes should be ordered to properly supply the lights. It is further recommended that, if possible, a plate be affixed to each light warning against the danger of overloading circuits and blowing fuses when using the lights.

Mr. Tolson _____ Messrs. Tolson, Glavin, Tracy, Q. Tamm, E. A. Tamm, Coffey, Hendon, Carson, Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols, Gurnea, Mumford, and Ladd unanimously were in favor of this purchase.

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Respectfully,
For the ConferenceRECORDED
Clyde Tolson, Chairman

INDEXED

14 APR 21 1944

W. H. Glavin, Secretary

CC-Mr. Tolson

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Mumford

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

317

100144

677-14

THE DIRECTOR

April 10, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, E.A. Tamm, Clegg, Lingo, Acers, Ladd, Hendon, Mumford, Carson, Rosen, Tracy, Quinn Tamm, Coffey, Nichols, and Glavin considered a request submitted by Mr. Coffey for an additional Polygraph. The cost of this Polygraph would be approximately \$1,000.

The Conference unanimously recommended approval of this purchase, and should the Director approve, the appropriate order will be placed.

RESPECTFULLY SUBMITTED,
For the Conference

Clyde Tolson, Chairman

E. A. Glavin, Secretary

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HEREIN IS UNCLASSIFIED

DATE 5/19/97 BY SP-7/see

#323013

cc Mr. Tolson
Mr. Clegg

OK
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| 14 | APR 21 1944 | |

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

317
40 APR 21 1944

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WMB:rj

March 21, 1944

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tracy, Quinn Tamm, Coffey, Carson, Nichols, Rendon, Clegg, Ladd, Mumford, Rosen, Acers, and Glavin considered a suggestion submitted by Inspector Gurnea and approved by Mr. Clegg that the Bureau authorize the Legal Attache at Port-Au-Prince, Haiti to dispose of the automobile presently being used and that an automobile be sent to Port-Au-Prince from the mainland.

Mr. Gurnea pointed out that the Bureau car is in a poor condition and should be disposed of as quickly as possible and that if a second-hand car is purchased at Haiti it would be unsatisfactory and the cost would be excessive.

The Conference recommends, therefore, that the Legal Attache at Port-Au-Prince be instructed to sell the automobile presently assigned to his office for the best possible price, and further be advised that the Bureau will ship an automobile to Port-Au-Prince from the mainland. Should the Director approve, this matter will be so handled.

RESPECTFULLY SUBMITTED,
For the Conference

cc Mr. Tolson
Mr. Clegg

RECORDED

EX-10

66-2554-2541
J. Edgar Hoover
FEDERAL BUREAU OF INVESTIGATION
APR 21 1944
U. S. DEPARTMENT OF JUSTICE
W. R. Glavin
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/24/91 BY SP-5/BCE
#323813

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Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
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Acers
Carson
Harbo
Rendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

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SYNOPSIS TO ATTORNEY

100141

April 21, 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/24/87 BY SP5 CJK/KE
#523013

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Rosen, Tracy, Carson, Coffey, Glavin, Harbo, Hendon, Mumford, Starke, Quinn Tamm, Nease, and Gandy, considered the suggestion that both Special Agents in Charge and Local Attaches be given blanket authorization to purchase standard items of office equipment and supplies without prior Bureau authority when such purchases are less than \$100. It was pointed out to the Conference that on a number of occasions requests for Bureau approval of routine purchases are made and such requests are usually either regarding letters or confining obligations to Local Attaches establishing such expenditures. It was felt that strict control can be maintained on purchases made by all Special Agents in Charge and Local Attaches by advising them that any routine and regular standard items costing less than \$100 can be purchased.

The Conference therefore unanimously recommended that both Special Agents in Charge and Local Attaches be authorized by the Bureau to purchase such standard items as necessary in the amount of \$100 or less without the necessity of obtaining prior Bureau authorization with regard to such purchases. The Bureau, of course, is to be notified by letter regarding such purchases when made and the circumstances in connection therewith.

As provided, appropriate instructions will be issued concerning this Bureau regulation.

Respectfully,
For the Conference,

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

cc - Mr. Tolson
cc - Mr. Clegg

OK
L
J
H. D. Martin
Secretary

66-2554-2542
B
14 APR 21 1944

APR 22 1944

100140

EPC:AF:JH

April 14, 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/24/91 BY SP50/bce
#323 875

THE DIRECTOR

The Bureau recently received from Mr. Conroy in New York a test record which was prepared by Special Agents Ben Eardin and James L. Kirkland, sound run in the New York Office. One side contains a short lecture on what an Agent may do to improve a microphone installation and a sound recording. On the other side of this record is a series of tests made under certain unfavorable conditions to show the effect of the rustling of paper or the tapping of a pencil on a desk as it interferes with microphone pick up and recording.

Mr. Plafman of the Laboratory thinks well of this record and was of the opinion that it should be reproduced and a copy furnished each field office to be played to the Special Agents in that office.

Mr. Coffey was opposed to making such a large number of copies and furnishing them to the field. He offered the counter-proposal that it or a condensed version thereof be played to our new Agents training classes and our in-service Agents training classes and in that manner all Agents would eventually have the benefit of it. This demonstration would be accomplished during the regular sound lecture.

The Conference on March 30, 1944, consisting of Messrs. Tolson, Glavin, Carson, Tracy, Q. Tamm, Nichols, Coffey, Hince, Hendon, Acers, Clegg, Ladd, and Mumford, was unanimously of the opinion that it should not be reproduced and

distributed to the field but should be demonstrated in the regular sound classes to Agents and to in-service Agents. A letter has been prepared commending Agents Eardin and Kirkland for their work in producing this record.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Tolson
Mr. Clegg

Respectfully,
For the Conference

Clyde Tolson, Chairman

RECORDED & INDEXED

Mr. Glavin, Secretary

| | | |
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| 66-3554-2543 | | |
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| APR 22 1944 | | |

Executive Conference

100139

KFC:AF

April 21, 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/91 BY SP2/bce
4323013

MEMORANDUM FOR THE DIRECTOR

The Executive Conference on April 18, 1944, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Hendon, Hince, Rosen, Gurnea, Tracy, Coffey, Acers, Mumford, Carson, and Glavin was advised that since 1940 Bureau commission cards have been issued to all technical employees of the Laboratory including the junior grades. Now that a large number of women are employed in the laboratory it has been found that this is a disadvantage to the extent that the women usually have no safe place to carry the commission card on their person and furthermore their likelihood of losing it or leaving it about is greater than with men.

It is not felt that women can be excused entirely from carrying commission cards for the reason that as they attain the higher technical positions they will need identification in court and in connection with possible field work.

It is proposed, however, that the hazard of loss can be greatly lessened by henceforth limiting the issuance of the commission cards to examiners and assistant examiners, thus eliminating the junior examiners and the laboratory aides. It is further proposed that outstanding commission cards for any technical grade below P-2 (\$2600) and CAP-7 (\$2600) be recalled.

The Conference was unanimously in favor of this proposal.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

OK
H.

37 217
26 APR 23 1944

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. B. Glavin, Secretary

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THE DIRECTOR

April 7, 1944

H. H. CLEGG

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/24/91 BY SP5C/BCE
432383

The Executives' Conference, Messrs. Tolson, Tracy, C. Tamm, Carson, Hince, Nichols, Acers, Hendon, Mumford, Rosen and Clegg being present, considered the suggestion made by Mr. Rosen that Field Supervisors be brought to Washington over a period of approximately one year, with each supervisor to spend 2 weeks of time on supervisory desks for the purpose of being afforded a concentrated work period so as to enable them to recognize Bureau problems; how to avoid the development of embarrassing situations and to acquaint them with the routine of handling problems on the desks of the supervisory staff in Washington.

Messrs. Tolson, Tracy, C. Tamm, Carson, Hince, Nichols, Acers, Mumford and Rosen recommended that this be done with and for the supervisory staffs of the New York, Philadelphia and Chicago Offices.

and MR. GLAVIN

Mr. Hendon was opposed to the suggestion as he felt the routine review and handling of reports and files while on a Supervisor's desk in Washington for 2 weeks would not meet the problem toward which the suggestion is pointed. Even though specific files were pulled in advance to exhibit to these Supervisors, he felt the reviewing of these files during the course of their Supervisory Training would be a waste of time and would not accomplish the purposes desired.

Mr. Clegg recommends that when the Field Supervisors who have not previously had experience on supervisory desks in Washington in the Investigative Divisions attend the regular Field Supervisory School, (1) one on Communism, (2) one on Selective Service, (3) one on General Investigative matters, or (4) one on National Defense matters, these Supervisors should remain in Washington one additional week only and be assigned to work on various supervisory desks in order to learn the procedures and the methods employed by the Supervisors in Washington. Although all the Communist Supervisors could not work on the Communist desks at one time, they could work on various other supervisory desks and learn the procedures. Then they could be assembled for one or two hours per day in the offices occupied by the Communist supervisors and have specific problems selected in advance and those which had arisen during the day in connection with Communism pointed out to them together with an explanation of the dangers involved and the manner in which the matters were handled. Similar action could be taken with the other types of supervisory employees, such as General Investigative, Selective Service, and National Defense, for one week's time after their regular specialized schools.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Egan _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

I like Clegg's idea
of course there must be
planning & supervision
of the program

Respectfully,
FOR THE CONFERENCE
APR 22 1944
W. R. Glavin
Secretary

CC: Mr. Tolson
Mr. Clegg

APR 25 1944

100145

THE DIRECTOR

4/11/44

Wm
The Executive Conference

AM/bm

THEFTS FROM INTERSTATE SHIPMENT.

The Executive Conference, attended by Messrs. E. A. Tamm, Tolson, Quinn Tamm, Carson, Nichols, Hince, Clegg, Acers, Mumford, and Rosen, approved the attached Bureau Bulletin which contains investigative suggestions with reference to the handling of hijacking and theft from interstate shipment cases. The bulletin is the result of a survey which was conducted of our reports outlining the successful investigative procedures which should be followed.

The Conference also approved the attached form letter, which it is suggested be sent out by the various Special Agents in Charge, seeking the cooperation of transportation companies.

Respectfully,
For the Conference

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DATE 5/24/82 BY SP-6/652
#323818

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

cc - Mr. Tolson

Tolson _____
E. A. Tamm _____
Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Acers _____
 Carson _____
 Harbo _____
 Hendon _____
 Mumford _____
 Starke _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

RECORDED

INDEXED

EX-63

66-2554-2546

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|---------------------------------|
| FEDERAL BUREAU OF INVESTIGATION |
| APR 24 1944 |
| U. S. DEPARTMENT OF JUSTICE |
| MAILED 67 APR 24 1944 |

ORIGINAL FILED IN 66-6200-15-70

100124

LAN:LT

THE DIRECTOR

April 12, 1944

EXECUTIVE CONFERENCE

JUVENILE DELINQUENCY

ALL INFORMATION CONTAINED

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DATE 5/24/91 BY SP5C/BCE
#323,13

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Hendon, Acers, Carson, Clegg, Tracy, G. Tamm, Rosen, and Hince, considered and approved the attached curriculum for crime prevention training of police officers. This curriculum was submitted as a proposed one to be used in the event the Bureau decided to hold a crime and delinquency prevention course of training as a part of the FBI National Police Academy at Washington.

The curriculum provides 16 weeks of instruction and includes the basic background subjects presently given in the IPA Instructors' Course, together with background subjects on crime causation, detection, and control. It includes instruction to the officers in human behavior, police action in juvenile cases, the functions of the public and private social service agencies, the activities of national organizations in crime prevention programs, religion as a deterrent to delinquency, and related subjects. Attention is given to the matter of institutional care and treatment, guidance clinics, parole probation, and training schools (reformatory).

No provision is made for gymnasium because it was the feeling of the conference that the school should be open to both policemen and policewomen. No firearms training is provided except instruction in the subject of safety in the handling of firearms. The mechanics of arrest, transportation, and detention of persons taken into custody are covered.

The conference was in agreement that the two weeks of field training should be handled in cooperation with the Washington and Baltimore Police Departments in order to avoid travel expense. It was recommended that appropriate contacts be made, if the program is put into effect at a future date, with the Superintendent of Police at Washington and the Commissioner of Police at Baltimore so that a very thorough survey of the facilities of these departments to assist in such training work may be made. It was pointed out that for the past two years we have used the facilities of the Washington Police Traffic Records Division and the equipment of the Traffic Operations Division and have obtained excellent cooperation from Inspector Miller in charge of the Traffic Division and that at no time have we received any unfavorable reaction or have we observed any effort on the part of the Washington Police Department to make any capital of our association. It was the feeling of the conference that with cooperation from the FBI the Washington and Baltimore Police Departments might well become outstanding departments in the field of crime prevention work.

The conference recommended that the subjects listed in the attached curriculum be presented to outstanding clergymen, educators, national organization representatives, and other outstanding interested persons by SACs in the field with the list of persons to be contacted to be prepared and handled by Mr. Nichols and the contacts supervised by him.

1-Encl.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Hendon
- Mr. Hince
- Mr. Jones
- Mr. Mumford
- Mr. Quinn
- Mr. Nease
- Miss Gandy

Mr. Tolson

Mr. Clegg

1912 INDEXED

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FEDERAL BUREAU OF INVESTIGATION
APR 14 1944

ORIGINAL COPY FILED IN 1-6-179X

Memo. for the Director

It was also recommended that the subjects be submitted to outstanding law enforcement officials and a suggested list has been furnished to Mr. Nichols.

The Conference unanimously agreed that all of the national organizations having an interest in crime prevention should be invited to send a representative to discuss the purposes and operations of their programs and that the names of these organizations and the fact that representatives are going to discuss their work should be shown on the curriculum. It was pointed out that there would be a large number of such organizations, such as the Boy Scouts of America, the Boys Clubs of America, the Young Men's Christian Association, the Young Men's Hebrew Association, the Catholic Youth Organization, the Federation of Women's Clubs, the Junior Chamber of Commerce, the Rotary, Kiwanis, Lions, Optometrists, and other service clubs, the National Association of Juvenile Agencies, the American Legion, and many others. To have representatives of all of these organizations on the schedule for each class would make the program top-heavy and ineffective from the instructional standpoint in the opinion of the majority of the conference. All members of the conference shared this view except Mr. Nichols, who felt that it would be desirable to have representatives of all of the organizations on at least the first session of the school. Mr. Coffey agreed with Mr. Nichols to the extent that several might be invited to appear at one time on a panel forum. All other members of the conference, namely Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Hendon, Acers, Carson, Clegg, Tracy, Q. Tamm, Rosen, and Egan, believed that all of the organizations should be listed but that only a reasonable number should be represented at each session and the functions of the other organizations should be covered by a Training Division lecturer in order that the program not become top-heavy with non-law enforcement and non-technical discussions.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

100126

WORK SHEET

FBI NATIONAL POLICE ACADEMY

CRIME PREVENTION COURSE

Session Number _____

From _____ To _____

INTRODUCTION AND ORIENTATION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/24/91 BY SP5CJ/bc

#323013

| <u>ITEM NO.</u> | <u>TIME</u> | <u>SUBJECT</u> | <u>INSTRUCTOR</u> |
|-----------------|-------------------|--|---------------------------------------|
| 1. | 1 hr. | Enrollment; Announcements; Class Rules; Distribution of Property; Conduct; Personal History Sheets; Vocation and Avocation Forms; Local Addresses and Phone Numbers | T.D. |
| 2. | | Opening Address | Director |
| 3. | $\frac{1}{2}$ hr. | Photograph of class | Mechanical Section |
| 4. | $\frac{1}{2}$ hr. | Fingerprinting of class members | Ident. Section |
| 5. | 2 hrs. | Tour of Bureau | Tour Leader and Crime Records Section |
| 6. | 1 hr. | Completion of Personnel Records | T.D. |
| 7. | 1 hr. | Making Notes in Class | Mr. Clegg |
| 8. | 1 hr. | Organization of FBI | T.D. |
| 9. | 2 hrs. | Jurisdiction and Cooperative Functions of FBI | T.D. |
| 10. | 1 hr. | Auditory Test | T.D. |
| 11. | 1 hr. | Jurisdiction of Federal Investigative Agencies | T.D. |
| 12. | 2 hrs. | Law Enforcement as a Profession; Duress; Third Degree Entrapment and Unethical Tactics Prohibited; Ideals; Ethics and Standards of the Profession; Cooperation vs. Jealousy; Law Enforcement and Politics; FBI Pledge for Law Enforcement Officers | Mr. Clegg |
| 13. | 1 hr. | FBI - EPA Associates | T.D. |

66-2554-2546X

ENCLOSURE

| ITEM NO. | TIME | SUBJECT | INSTRUCTOR |
|----------|--------|-------------------------------------|---------------------|
| 14. | 1 hr. | Bureau Problems in National Defense | Security Division |
| 15. | 3 hrs. | Tour of Armory | Mr. Nichols & Staff |

BACKGROUND -- FAMILY, CHURCH, AND COMMUNITY

| | | | |
|-----|---------|---|-----------------|
| 16. | 3 hrs. | Practical Terminology Related to Juvenile Delinquency | T.D. |
| 17. | 30 hrs. | The Psychology of Human Behavior | T.D. |
| 18. | 2 hrs. | Pattern of Recidivism | T.D. |
| 19. | 2 hrs. | Importance of Mental Deficiency as a Factor in Juvenile Delinquency | T.D. or Visitor |
| 20. | 2 hrs. | Mental and Emotional Conflicts | T.D. or Visitor |
| 21. | 2 hrs. | Child Guidance Clinics--Growth and Function | T.D. or Visitor |
| 22. | 2 hrs. | The Relation of Physical Defect to Delinquency | T.D. or Visitor |
| 23. | 2 hrs. | The Juvenile in Relation to Social Environment | T.D. or Visitor |
| 24. | 2 hrs. | Psychological Tests and Measurements | T.D. or Visitor |
| 25. | 3 hrs. | Theories of Criminal Punishment | T.D. or Visitor |
| 26. | 2 hrs. | Church Participation in a Juvenile Delinquency Program | Rabbi |
| 27. | 2 hrs. | The Role of Religion in a Police Juvenile Program | Catholic |
| 28. | 2 hrs. | Religious Development of the Juvenile | Protestant |
| 29. | 2 hrs. | History of Institutions for Juvenile Offenders | T.D. or Visitor |
| 30. | 3 hrs. | Correctional Institutions & Methods of Treatment | T.D. or Visitor |
| 31. | 2 hrs. | Co-ordination of School & Community Activities | T.D. or Visitor |
| 32. | 2 hrs. | Cooperation Between Police and School | T.D. or Visitor |
| 33. | 1 hr. | Vocational Education as Juvenile Delinquency Deterrent | T.D. or Visitor |

| <u>ITEM NO.</u> | <u>TIME</u> | <u>SUBJECT</u> | <u>INSTRUCTOR</u> |
|-----------------|-------------|--|-------------------|
| 34. | 2 hrs. | Visiting Teacher Program | T.D. or Visitor |
| 35. | 2 hrs. | Citizenship Training School | T.D. or Visitor |
| 36. | 2 hrs. | Family Disorganization and Delinquency | T.D. or Visitor |
| 37. | 2 hrs. | The Family and the Juvenile Delinquent | T.D. or Visitor |
| 38. | 2 hrs. | Factors Contributing to the Delinquency of Defective Girls | T.D. or Visitor |
| 39. | 2 hrs. | Girls in Wartime | T.D. or Visitor |
| 40. | 2 hrs. | Role of the Health Department | T.D. or Visitor |
| 41. | 2 hrs. | Danger of Narcotics in School | T.D. or Visitor |
| 42. | 4 hrs. | Communism and Youth Movements | Security Division |
| 43. | 2 hrs. | Nativity and Racial Groups | T.D. |
| 44. | 2 hrs. | Social Mobility as a Contributing Factor | T.D. |
| 45. | 2 hrs. | Pre-War, War, and Post-War period of Delinquency | T.D. |
| 46. | 4 hrs. | Wartime Causes of Delinquency | T.D. or Visitor |
| 47. | 1 hr. | History of the Treatment of Delinquents | T.D. |
| 48. | 2 hrs. | Neglected, Dependent, Delinquent Children | T.D. |
| 49. | 2 hrs. | Evaluation of Community Resources | T.D. |
| 50. | 2 hrs. | Recreational and Group Activities | T.D. or Visitor |
| 51. | 2 hrs. | The Officer and the Playground | T.D. |
| 52. | 1 hr. | Relation of Recreational Centers to Delinquency | T.D. or Visitor |
| 53. | 1 hr. | Voluntary Cooperation of Commercial Establishments | T.D. |
| 54. | 2 hrs. | The Integration of Recreational Programs | T.D. or Visitor |
| 55. | 2 hrs. | Wholesome Commercial Recreation | T.D. or Visitor |

| <u>ITEM NO.</u> | <u>TIME</u> | <u>SUBJECT</u> | <u>INSTRUCTOR</u> |
|-----------------|-------------|---|----------------------|
| 56. | 2 hrs. | Functions of the Social Service Exchange | T.D. or Visitor |
| 57. | 2 hrs. | History of Social Work | T.D. or Visitor |
| 58. | 3 hrs. | Private Social Agencies and Functions | T.D. or Visitor |
| 59. | 3 hrs. | Public Social Agencies and Functions | T.D. or Visitor |
| 60. | 3 hrs. | Child Care Centers and Functions | T.D. or Visitor |
| 61. | 2 hrs. | Referral Methods in Action | T.D. |
| 62. | 4 hrs. | Truancy and Delinquency | T.D. or Visitor |
| 63. | 2 hrs. | Runaways | T.D. or Visitor |
| 64. | 2 hrs. | Delinquency in Rural and Urban Areas | T.D. & Crime Records |
| 65. | 3 hrs. | Recreational Programs and Community Action | T.D. or Visitor |
| 66. | 2 hrs. | Leisure Time Activities | T.D. or Visitor |
| 67. | 2 hrs. | The Gang and the Delinquent | T.D. or Visitor |
| 68. | 2 hrs. | Locating, Detecting, and Supervising Community Hazards | T.D. |
| 69. | 1 hr. | Advisory Services for Community Programs | T.D. |
| 70. | 2 hrs. | Organizing the Community | T.D. |
| 71. | 3 hrs. | Survey and Operation of Corrective and Treatment Agencies | T.D. or Visitor |
| 72. | 4 hrs. | Juvenile Delinquency Clinics | T.D. or Visitor |
| 73. | 3 hrs. | Youth Sponsored and Directed Activities | T.D. or Visitor |

PROBATION, INVESTIGATIVE TECHNIQUES, JUVENILE COURT, AND LEGAL ASPECTS OF JUVENILE DELINQUENCY

| | | | |
|-----|--------|-------------------------------------|------|
| 74. | 2 hrs. | Origin and Development of Probation | T.D. |
|-----|--------|-------------------------------------|------|

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| <u>ITEM NO.</u> | <u>TIME</u> | <u>SUBJECT</u> | <u>INSTRUCTOR</u> |
|-----------------|-------------|---|-------------------|
| 75. | 1 hr. | Probation and Its Relation to the Public | T.D. |
| 76. | 1 hr. | Probation and the Problem of Family Cooperation | T.D. |
| 77. | 2 hrs. | Relation of the Law to Probation | T.D. |
| 78. | 1 hr. | Parents on Probation | T.D. or Visitor |
| 79. | 2 hrs. | The Prevention of Crime Through Adequate Probation | T.D. or Visitor |
| 80. | 2 hrs. | Probation and the Problem Child | T.D. or Visitor |
| 81. | 2 hrs. | The Use of Community Agencies in Probation Service | T.D. or Visitor |
| 82. | 3 hrs. | Institutional Treatment of Delinquent Girls | T.D. or Visitor |
| 83. | 2 hrs. | Objectives for Training Schools | T.D. or Visitor |
| 84. | 3 hrs. | Institutional Treatment of Delinquent Boys | T.D. or Visitor |
| 85. | 2 hrs. | Boy Junior Republics | T.D. or Visitor |
| 86. | 1 hr. | Detention Homes | T.D. or Visitor |
| 87. | 2 hrs. | Foster Home Placement | T.D. or Visitor |
| 88. | 2 hrs. | Origin and Development of Parole | T.D. or Visitor |
| 89. | 2 hrs. | Parole and The Indeterminate Sentence | T.D. or Visitor |
| 90. | 2 hrs. | Preparing for Parole | T.D. or Visitor |
| 91. | 2 hrs. | Factors Making for Success or Failure on Parole | T.D. or Visitor |
| 92. | 1 hr. | Gambling and Its Effect | T.D. |
| 93. | 2 hrs. | Supervision of Licensing | T.D. |
| 94. | 2 hrs. | Effects of Use of Alcohol and Drugs | T.D. |
| 95. | 2 hrs. | Enforcing Prostitution Laws and White Slave Traffic Act | T.D. |

| <u>ITEM NO.</u> | <u>TIME</u> | <u>SUBJECT</u> | <u>INSTRUCTOR</u> |
|---------------------|-------------|--|-------------------|
| 96. | 2 hrs. | Vice and Juvenile Delinquency | T.D. |
| 97. | 1 hr. | Methods of Operation of Professional Prostitutes | T.D. |
| 98. | 3 hrs. | Investigative Procedures in Arson, Larceny, Burglary, Motor Theft (NMVTA) Shoplifting | T.D. |
| 99. | 1 hr. | History of Juvenile Court | T.D. |
| 100. | 2 hrs. | Early Cases in Juvenile Law | T.D. |
| 101. | 2 hrs. | Jurisdiction of Juvenile Court | T.D. |
| 102. | 2 hrs. | Juvenile Court Jurisdiction over Adults Contributing to the Delinquency of Minors | T.D. |
| 103. | 2 hrs. | Preparation of Criminal Cases | T.D. |
| 104. | 2 hrs. | Comparison of Juvenile Court and Criminal Court Procedure | T.D. |
| 105. | 2 hrs. | Juvenile Court Jurisdiction over Dependent and Delinquent Children | T.D. or Visitor |
| 106. | 2 hrs. | Legal Authority for Controlling or Elimination of Harmful Influences | T.D. or Visitor |
| 107. | 2 hrs. | Legal Responsibilities of Parents | T.D. |
| 108. | 2 hrs. | Parental Power of the State | T.D. |
| 109. | 2 hrs. | Compulsory Education | T.D. |
| 110. | 2 hrs. | Curfew Ordinances and Enforcement | T.D. |
| 111. | 2 hrs. | Laws Governing Employment of Minors | T.D. |
| 112. | 2 hrs. | City, State, Federal Cooperation | T.D. |
| 113. | 2 hrs. | Federal Juvenile Offenders | T.D. |
| 114. | 2 hrs. | Exploitation of Youth | T.D. |
| 115. | 3 hrs. | Growth of Child Legislation | T.D. |
| 116. | 2 hrs. | Survey of Existing Remedial Laws | T.D. or Visitor |
| 117. | 2 hrs. | Survey of Needed Laws | T.D. or Visitor |

ORGANIZATION AND ADMINISTRATION OF JUVENILE DELINQUENCY DIVISION

| <u>ITEM NO.</u> | <u>TIME</u> | <u>SUBJECT</u> | <u>INSTRUCTOR</u> |
|-----------------|-------------------|--|--|
| 118. | 2 hrs. | The History of Police Activity in Crime Prevention | T.D. |
| 119. | 4 hrs. | Organization of Crime Prevention Bureau | T.D. |
| 120. | 3 hrs. | Operation of a Crime Prevention Bureau | T.D. |
| 121. | 1 hr. | Selection of Personnel for Juvenile Division | T.D. |
| 122. | 2 hrs. | Transportation and Detention of Juveniles | T.D. |
| 123. | 3 hrs. | Personnel Problems and Personnel Administration | T.D. |
| 124. | $\frac{1}{2}$ hr. | Inspections of Personnel, Property and Operations; Personnel Appearance | T.D. |
| 125. | $\frac{1}{2}$ hr. | Discipline in Juvenile Delinquency Bureau | T.D. |
| 126. | 3 hrs. | Public Relations - Courtesy, Contacts, Press Relations, Mailing Lists, Public Addresses Publications | T.D. |
| 127. | 1 hr. | Property Records | Mr. Glavin, Mr. Laughlin or Mr. Wilcox |
| 128. | 2 hrs. | Fingerprint Identification Records, Indexing, Wanted Notices, Dispositions | Identification Division |
| 129. | 1 hr. | Fingerprint Identification | Identification Division |
| 130. | 6 hrs. | Juvenile Records, Charts, Spot Maps | Mr. Harbo or Mr. Leonard |
| 131. | 1 hr. | Assignment Records; Follow-up System | Mr. Harbo or Mr. Leonard |
| 132. | 6 hrs. | Reporting of Juvenile Offenses | Mr. Harbo or Mr. Leonard |
| 133. | $\frac{1}{2}$ hr. | Care of Property of Arrested Juveniles | T.D. |
| 134. | 2 hrs. | Confidential Informants and Sources of Information | T.D. |
| 135. | 1 day | Patrol | T.D. |

| <u>ITEM NO.</u> | <u>TIME</u> | <u>SUBJECT</u> | <u>INSTRUCTOR</u> |
|-----------------|-------------|---|--------------------------------------|
| 136. | 1 hr. | Lost Children | T.D. |
| 137. | 2 hrs. | Court Room Behavior | T.D. |
| 138. | 2 hrs. | Case Report Differentiated from Police Report | T.D. |
| 139. | 1 hr. | Operation of Forestry Camps | T.D. |
| 140. | 2 hrs. | The Detective and Crime Prevention | T.D. |
| 141. | 2 hrs. | Fingerprint Bureau and Crime Prevention | T.D. |
| 142. | 4 hrs. | Juvenile Delinquency Control as practiced by various Police Departments | T.D. |
| 143. | 1 hr. | The Chief of Police as a Community Leader versus Juvenile Delinquency | T.D. |
| 144. | 1 hr. | The Juvenile Visits the Police Department | T.D. |
| 145. | 2 hrs. | Junior Police Patrols | T.D. |
| 146. | 5 hrs. | Training Methods and Operation of Juvenile Delinquency Schools | Mr. Clegg or Mr. Hince |
| 147. | 1 hr. | Instructions and Assignments for Specialized Study | T.D. |
| 148. | 25 hrs. | Training Projects assigned to and performed by Each Class Member | T.D. |
| 149. | 2 days | Specialized Study in Selected Subjects | Mr. McCabe and Bureau Instructors |

TECHNICAL

| | | | |
|------|--------|--------------------------------------|------|
| 150. | 1 hr. | Ballistics | T.D. |
| 151. | 1 hr. | Trends in Juvenile Offenses | T.D. |
| 152. | 2 hrs. | The Detection of Deception | T.D. |
| 153. | 1 hr. | Preparing Lantern Slides | T.D. |
| 154. | 1 hr. | Operation and Use of Kovia Projector | T.D. |

ADJECTIVE SUBJECTS

| <u>ITEM NO.</u> | <u>TIME</u> | <u>SUBJECT</u> | <u>INSTRUCTOR</u> |
|-----------------|-------------|--|-----------------------------|
| 155. | 1 hr. | Diction Training | T.D. |
| 156. | 1 hr. | Lecture on Public Speaking | T.D. |
| 157. | 3 hrs. | Preparing and Making Speeches on a Phase of Juvenile Delinquency | T.D. |
| 158. | 6 hrs. | One Five Minute Speech by Each Class Member | T.D. |
| 159. | 9 hrs. | One Fifteen Minute Speech by Each Class Member | T.D. |
| 160. | 1 hr. | Making Notes During Investigations | T.D. |
| 161. | 3 hrs. | Report Writing | Mr. Harbo or Mr. Leonard |
| 162. | 2 hrs. | Safety Precautions in Handling Firearms | T.D. |
| 163. | 4 hrs. | Techniques and Mechanics of Arrest | T.D. |
| 164. | 3 hrs. | First Aid | Red Cross |
| 165. | 1 hr. | Searches of Places | T.D. |
| 166. | 1 hr. | Searches of Persons | T.D. |
| 167. | 4 hrs. | Interviews with Children, Parents, or Guardians | Mr. Glegg |
| 168. | 4 hrs. | Test Interviews | T.D. |
| 169. | 1 hr. | Review of Test Interview Reports | T.D. |

OUTSTANDING NATIONAL PROGRAMS FOR PREVENTION OF CRIME AND DELINQUENCY

| | | |
|------|--------|--------------------------------------|
| 170. | 2 hrs. | American Federation of Women's Clubs |
| 171. | 2 hrs. | American Legion |
| 172. | 2 hrs. | Junior Chamber of Commerce |
| 173. | 1 hr. | Boy Scouts |
| 174. | 1 hr. | Girl Scouts |
| 175. | 1 hr. | Campfire Girls |

| <u>ITEM NO.</u> | <u>TIME</u> | <u>SUBJECT</u> | <u>INSTRUCTOR</u> |
|-----------------|-------------|-------------------------------------|-------------------|
| 176. | 1 hr. | Young Mens' Christian Association | |
| 177. | 1 hr. | Young Womens' Christian Association | |
| 178. | 1 hr. | Young Mens' Hebrew Association | |
| 179. | 1 hr. | Young Womens' Hebrew Association | |
| 180. | 1 hr. | Catholic Youth Organization | |
| 181. | 1 hr. | Rotary | |
| 182. | 1 hr. | Traveler's Aid | |
| 183. | 1 hr. | Kivans | |
| 184. | 1 hr. | Salvation Army | |
| 185. | 1 hr. | Optimists | |
| 186. | 1 hr. | Lions | |
| 187. | 1 hr. | Red Cross | |
| 188. | 1 hr. | Elks | |
| 189. | 1 hr. | Boys Club of America | |
| 190. | 1 hr. | Moose | |
| 191. | 1 hr. | Masons | |
| 192. | 1 hr. | Parent Teacher's Association | |
| 193. | 1 hr. | Knights of Columbus | |
| 194. | 1 hr. | A-H Clubs | |
| 195. | 1 hr. | B'Nai Brith | |

FIELD WORK

| | | | |
|------|--|---------------------------------------|------|
| 196. | 7th and 14th week | Field Work at Baltimore or Washington | |
| 197. | 4 days Mon. & Tues. of 8th & 15th week | Review of Field Work - Open Forum | T.D. |

| <u>ITEM NO.</u> | <u>TIME</u> | <u>SUBJECT</u> | <u>INSTRUCTOR</u> |
|-----------------|-------------|----------------------|-------------------|
| 198. | 3 hrs. | Written Examination | T.D. |
| 199. | 1 hr. | Graduation Rehearsal | Mr. Clegg |

Visiting Instructors

| | | | |
|------|--------|---|--|
| 200. | 3 hrs. | Police Organization and Administration | Mr. Bruce Smith Institute of Public Administration |
| 201. | 3 hrs. | The Policeman and Juvenile Delinquency | Joseph Kluchesky Chief of Police |
| 202. | 3 hrs. | Operation and Administration of a Juvenile Bureau | Charles Dulles Chief of Police San Francisco |
| 203. | 2 hrs. | The Origin and Development of Training Schools | G. Howland Shaw |
| 204. | 3 hrs. | Operation of a Crime Prevention Association | Rev. Thomas Meryweather, Philadelphia |
| 205. | 4 hrs. | Law Enforcement and Sociology | Dr. Arthur L. Beeley |
| 206. | 3 hrs. | Police Work and Youthful Offenders | Dr. William Healy |
| 207. | 3 hrs. | The Girl Delinquent | Dr. Augusta Bronner |
| 208. | 2 hrs. | Police Cooperation | Mr. Homer Garrison, Jr. |
| 209. | 3 hrs. | The Law of Arrests; Searches and Seizures; Courtroom Behavior | Judge Alexander Holtzoff |
| 210. | 6 hrs. | Laws of Arrests, Searches and Seizures | Prof. Albert Coates |
| 211. | 4 hrs. | Interviews in Juvenile Delinquency Cases | Dr. Elton Mayo |
| 212. | 3 hrs. | Interviews in Juvenile Delinquency Cases | Dr. J.J.B. Morgan |
| 213. | 2 hrs. | Relationship Between Press and Law Enforcement | Press Representative |
| 214. | 3 hrs. | The Juvenile Court | Judge Matthew McGuire |
| 215. | 3 hrs. | Courtroom Behavior | Judge Harold M. Stephens |

| <u>ITEM NO.</u> | <u>TIME</u> | <u>SUBJECT</u> | <u>INSTRUCTOR</u> |
|-----------------|-------------|---|--|
| 216. | 3 hrs. | Penology and the Young Offender | Ayd. S.J. Loyola College Baltimore |
| 217. | 3 hrs. | Treatment of Defectives | Dr. William Healy |
| 218. | 3 hrs. | Crime Motivation | Dr. Mark A. May |
| 219. | 6 hrs. | Changing Social Problems | Rev. E. A. Walsh |
| 220. | 4 hrs. | Training Methods | Dr. E. C. Higbie |
| 221. | 3 hrs. | Special Rules for the Handling of Juveniles | Joseph Kluchesky Chief of Police Milwaukee |
| 222. | 1 hr. | What the Service Club Can Do In Preventing Juvenile Delinquency | Alternately: Representatives from Rotary, Kiwanis, Lions, Optimists, etc. |
| 223. | 8 hrs. | Control of Venereal Disease | Dr. Thomas Parran, Surgeon General of Public Health Service Dr. R. A. Vonderlehr, Asst. Surgeon General of Public Health Service; Captain Charles S. Stephenson, USN; Lt. Col. Thomas E. Turner, US Army |
| 224. | 3 hrs. | Vocational Training as a Criminal Deterrent | Labor Representative |
| 225. | 3 hrs. | American Bar Association Program | Representative |
| 226. | 3 hrs. | American Law Institute Model Plan | Representative |
| 227. | 2 hrs. | National Conference of Juvenile Agencies | Representative |

1000123

EPC:AF

April 4, 1944

THE DIRECTOR

At the Executive Conference on March 30, 1944, Mr. Coffey advised that in the past it has been the practice to include in Laboratory reports certain technical physical characteristics of paper where the same might be of use later in identifying the paper. Some of these technical characteristics include the thickness of paper to the thousandths of an inch and the weight of the paper. It was pointed out that the field rarely, if ever, makes use of this information because it is generally too highly technical for them to make practical use thereof.

In the interests of saving time and of brevity of reports Mr. Coffey recommends that this strictly technical information concerning paper identification be henceforth left out of the reports and that only that information which could be used in a practical way by the investigating agents be included. He pointed out that even though the technical information was eliminated from the report itself it would still be recorded in the examiner's work notes and therefore would be available for subsequent use, if necessary.

The Conference, consisting of Messrs. Tolson, Glavin, Carson, Tracy, G. Tamm, Nichols, Coffey, Hince, Hendon, Acers, Clegg, Ladd, and Mumford, unanimously concurred in the recommendation that the highly technical information concerning paper identification be omitted from future Laboratory reports.

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference.

Clyde Tolson, Chairman

W. R. Glavin, Secretary

EX-28

RECORDED

66-2554-2547
FEDERAL BUREAU OF INVESTIGATION
APR 23 1944
U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 80-110

000122

PHL:CSH

THE DIRECTOR

March 24, 1944

Executives Conference

Request of G2 for copy of
FBI credentials and badge

At a meeting of the Executives Conference on March 23, 1944, attended by Messrs. Glavin, Tracy, Q. Tamm, E. A. Tamm, Coffey, Carson, Hendon, Clegg, Mumford and Ladd, there was submitted for consideration the request of Major Bates of G2 for a copy of the FBI credentials and badge, for use for display purposes in connection with a school operated by the Security Intelligence Corps in Chicago.

It was pointed out to the conference that G2 has requested copies of the commission card and badge to complete a collection it is making of the badges of all representative Government agencies, to be used strictly for instructional purposes at the G2 school in Chicago. It was also pointed out that G2 has already obtained copies of the credentials and badges of the Secret Service, the Customs Service, the Immigration Service, and other agencies, and that it was believed desirable for the Bureau to furnish an enlarged photographic copy of its credentials and a large replica of the Bureau badge. It was suggested that there be prepared by Mr. Gauthier an enlarged replica of the Bureau badge, in cardboard, to be furnished to G2. The conference was unanimously in favor of this recommendation.

In the event you approve, appropriate enlarged photographic copy of the Bureau's commission card, and a cardboard replica of the Bureau's badge, will be prepared and furnished to G2 for this purpose.

Respectfully,

Clyde Tolson,
Chairman

E. E. Glavin,
Secretary

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Eambo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Candy

*I would to avoid
this, but I can
think of no logical
reason so do so*

*O.K.
H.*

RECORDED
&
INDEXED
EX-10

66-2554-254
FEDERAL BUREAU OF INVESTIGATION
APR 27 1944
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/91 BY SP5CJ/bce
#323,013

ORIGINAL COPY FILED IN 62-128846-767

MAY 3 1944

000121

MEMO
THE DIRECTOR

April 25, 1944

THE EXECUTIVE CONFERENCE

MEMO

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Tracy, Coffey, Hince, Hendon, Gurnea, Ladd, Acers, Mumford, and Glavin considered reviewing Section 6B, Paragraph 4 of the Manual of Rules and Regulations concerning the maintenance of personal inventory records in the field.

It was pointed out to the Conference that the matter of maintenance of personal inventory records had been discussed with S.C. Kitchen by Mr. Glavin on several occasions and it had been determined that the Bureau's present policy of maintaining personal inventory records with the field personnel files causes duplicate work in the field. When changes must be made on inventory records the administrative files of the office must be handled and the personnel files must also be secured from the Special Agent in Charge so that appropriate entries might be made on the personnel inventory records.

It was recommended to the Conference that the personal inventory records be maintained with the leave record and personnel record of the employee in the administrative files.

The Conference is in agreement that this change should be made and recommends that the appropriate change be made in Section 6B of the Manual of Rules and Regulations covering this particular matter.

Respectfully submitted,
FOR THE CONFERENCE

Olyda Tolson
Chairman

RECORDED

INDEXED

cc Mr. Tolson
Mr. Clegg

66-2554-2579
Mr. D. Glavin
Secretary

14 APR 29 1944

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Vohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

APR 29 1944

000118

HHC:HD

THE DIRECTOR

April 25, 1944

H. H. CLEGG

MEMOS

The Executives' Conference, Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Ladd, Nichols, Rosen, Tracy, Acers, Mumford, Hince, Hendon, Carson, Q. Tamm, Curnea and Clegg being present, recommended unanimously that as speakers for the next session of the FBI National Academy Graduation Exercises, the following be invited:

1. Mr. Thomas J. Watson, who has been invited and has accepted.

2. In the event Mr. Watson for any reason finds it impossible to come and a reasonable time still is available to get an additional speaker from the field of business and industry, there should be invited as Mr. Watson's alternate, Mr. Kaufman Thuma Keller, President, Chrysler Corporation.

3. As the second speaker, recommendations were made for one speaker from the following group, invitations to be extended in the order named until an acceptance is obtained:

General Lewis Blaine Hershey, Director of the Selective Service System
Former President Herbert Hoover
Mr. Edward R. Stettinius, Jr. of the State Department
Bishop Angus Dun, the new Bishop of Washington

It was recommended that no invitations be extended to Congressmen or Senators to be seated on the platform on this particular occasion.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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| 14 | APR 29 1944 | |

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Mumford _____
Mr. Hince _____
Mr. Hendon _____
Mr. Carson _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc. Mr. Tolson
Mr. Clegg

OK H.

317

ALL INFORMATION CONTAINED
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DATE 5/24/91 BY SP-6/BJC
#323813

100119

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DATE 3/24/91 BY SP5CJ/bcs
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WHA:EG

April 22, 1944

THE DIRECTOR

Memorandum

The Executives' Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Coffey, Glavin, Ladd, Rosen, Gurnea, Carson, Quinn Tamm and Acers, considered and unanimously approved the suggestion that a two-day Inspectors' School be held on Friday and Saturday, May 26 and 27, 1944. The purpose of the school is to qualify 20 Special Agents to assist Inspectors in field office inspections. There is attached a suggested list of agents to attend the Inspectors' School. These agents have been passed upon individually by the Executives' Conference. Those men who have not had administrative firearms training will be afforded such training while in Washington.

If the Director approves, a curriculum will be drawn up and instructions issued calling these men to Washington.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

cc-Mr. Tolson
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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APR 29 1944

000120

LIST OF SPECIAL AGENTS RECOMMENDED TO ATTEND
INSPECTORS' SCHOOL, MAY 26 AND 27, 1944

A. K. Bowles
James A. Carlson
B. T. Carter
John W. Core
Daniel Currie

K. T. Delavigne
John T. Ennis
R. L. King
Joseph T. Logue
J. A. Martin

Fred H. McIntire
John P. Mohr
E. P. Morgan
A. A. Muszey
L. C. Nulty

James B. Poster
E. C. Richardson
James A. Robey
H. M. Whelan
Douglas J. Williams

Alternates in event any of the above individuals cannot
report for training due to assignments:

W. H. Alexander
R. C. Anderson
James J. Bresnahan
Donald E. Koore
William G. Simon

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HEREIN IS UNCLASSIFIED
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#9230/13~~

ENCLOSURE

66-2554-2551

100115

URG:AD

THE DIRECTOR

~~CONFIDENTIAL~~

APRIL 25, 1944

THE EXECUTIVE CONFERENCE

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 12-08-2010

Classified by *SP-11/Kee*
Declassify on: *15/04/91*
#373013

The Executive Conference consisting of Messrs. E. A. Tamm, Curnack, Carson, Coffey, Hendon, Clegg, Acers, Ladd, Mumford, Tracy, Hines, Rosen and Glavin was advised that it had been brought to the attention of the Bureau through the Los Angeles Office that one Robert G. Metzner and one William L. Laas, partners and co-owners of the Pacific Sound Equipment Company at Los Angeles, California, had secured occupational deferments from their Local Draft Boards, they stating on their request that such occupational deferment was requested because of work done for the FBI in the past and future work expected, in addition to contracts for reclassified sound equipment for the Army and Navy.

A review of their Selection Service files in their Local Draft Boards further reflects that the company is owned by the two partners. One partner writes the other partner's Draft Board as an officer of the Pacific Sound Equipment Company and advises of the other partner's importance to the company in fulfilling national defense contracts and states that the company could not continue if either was reclassified and drafted. Metzner is 27 years of age and Laas is 23 years of age. Both are married and are in an occupational deferment classification at the present time. [It is further noted that both of these individuals are known to be members of the 59th A. D. Branch of the Local Party's 16th C. D. Section, the Los Angeles County Communist Party. The wife of Laas, who is secretary of the Pacific Sound Equipment Company, was recently recruited into the Communist Party by Laas' partner, Robert G. Metzner. Jeannette Cohen, who acts as receptionist and office secretary at the company is known to hold the branch functionary post of recording secretary of the Ford Branch of the Local Party's 12-63 A. D. Section. The Bureau has investigated both Metzner and Laas due to subversive activities.]

In 1940 and 1941 certain sound equipment was purchased by the Bureau from the Pacific Sound Equipment Company. The equipment did not prove satisfactory and was repaired by them on August 14, 1942, and no further equipment has been purchased from the Pacific Sound Equipment Company by the Bureau since that time.

RECORDED INDEXED

The Conference recommends in this particular case that the Bureau immediately advise the Supply Division of the Department that under no consideration should the Pacific Sound Equipment Company be permitted to bid on any order of equipment for the Bureau.

~~CONFIDENTIAL~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/24/94 BY SP-11/Kee
#373013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12-08-2010 BY SP-11/Kee
WHERE SHOWN OTHERWISE

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Mohr
- Mr. Carson
- Mr. Hendon
- Mr. Mumford
- Mr. Jones
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

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APR 29 1944

APR 26 1944

MEMORANDUM FOR THE DIRECTOR

- 2 -

(2) the Special Agent in Charge or the Assistant Special Agent in Charge at Los Angeles personally advise the Chairman of the Local Boards at Los Angeles in which these two individuals are registered that they are not manufacturing any equipment for us at the present time nor is it expected that additional orders will be placed with this organization in the future.

Should the Director approve the Conference recommendations in this particular case, there is attached hereto (1) a memorandum to the Administrative Assistant to the Attorney General, (2) an appropriate communication to the Special Agent in Charge at Los Angeles.

OK H.
Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

D. E. Glavin, Secretary

cc: Mr. Tolson
Mr. Clegg

100117

MWA:HD

THE DIRECTOR

April 19, 1944

H. H. CLEGG

The Executives' Conference, consisting of Messrs. Gurnea, Rosen, Hince, Hendon, Clegg, Mumford, Tracy, E. A. Tamm, W. R. Glavin, Carson, Coffey, Ladd and Acers, considered the suggestion of SAC Sears concerning the retention by individual Agents of Sources of Information and Contact cards.

For the Director's information, it was found during an inspection of the Philadelphia Office that upon the instruction of SAC Sears, several Agents maintained in their individual assignment card boxes Sources of Information and Contact cards which they used for their personal information. Duplicates of these cards were in the regular office files. Bureau regulations do not presently permit the retention of duplicate Sources of Information or Contact cards by Agents assigned to the headquarters city.

Messrs. Glavin, Carson, Coffey and Ladd favored SAC Sears' suggestion that individual Agents be permitted to retain duplicate Sources of Information and Contact cards on the grounds that most Agents will retain this information in some form anyway whether specifically provided for or not.

The majority of the Conference, consisting of Messrs. E. A. Tamm, Clegg, Gurnea, Rosen, Hince, Hendon, Mumford, Tracy, and Acers, were in favor of the present Bureau regulation wherein there is no provision for the individual retention of Sources of Information and Contact cards. The majority felt that were this permitted, it would lead to the development of individual Sources of Information and Contacts on a personal basis and would in many instances prevent such information being included in the regular office file.

If the Director approves the majority view, a letter to SAC Sears so advising him is attached.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Pennington
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc. Mr. Tolson
Mr. Clegg

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DATE 5/24/94 BY SP-6 JBC

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14 APR 20 1944

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URG:AB

THE DIRECTOR

APRIL 26, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Mumford, Gurnea, Clegg, Acers, Hince, Hendon, Nichols, Coffey, Carson, Quinn Tamm, Rosen and Glavin recommended that a Bureau Bulletin go forward to the field concerning the transportation of household goods and personal effects of Special Agents under transfer.

It was pointed out to the Conference that considerable difficulty is being experienced from time to time through instructions being issued by the Special Agent in Charge who, under the present Household Transportation Law, cannot properly take that authority since the movement of household effects must stem from the Director. It is felt that the attached bulletin should be forwarded to the field to eliminate the possibility of Special Agents being improperly advised by the Special Agent in Charge and then having to defray the transfer of household goods expenses from their own funds.

Respectfully submitted, FOR THE CONFERENCE

CC: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/24/91 BY SP5CJ/HCO
#323043

OK
H-

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Stark _____
Quinn Tamm _____
Nease _____
Gandy _____

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RFC:AF

April 4, 1944

THE DIRECTOR

The Conference was advised on March 30, 1944, that for a number of years in outgoing laboratory reports where the findings were negative or might be adverse to the theory of the prosecution it has been customary to put a statement in the report - "this information is furnished for your confidential use only". The purpose of this sentence was to put the contributor on notice that the FBI was not furnishing the information to anyone else and if anyone else obtained it it would be through the contributor.

Mr. Coffey advised that over a period of several years he has not observed any situation in which the use of this sentence was of any particular value to the Bureau. As a matter of fact he pointed out that in some instances it might be unfavorable to the Bureau in that it may, on some occasions, confuse the police contributor as to just what is meant and how far he can use the information and too it might result in the FBI's being deprived of some deserved publicity in the case, as, for instance, where the Chief of Police might desire to issue a statement exonerating the defendant but hesitate to credit the FBI with the findings because of the statement in the report concerning its confidential nature.

Mr. Coffey recommended elimination of this phraseology in future reports. The Conference, consisting of Messrs. Glavin, Q. Tamm, Coffey, Tolson, Carson, Tracy, Nichols, Rince, Hendon, Acers, Clegg, Ladd, and Mumford unanimously concurred that the phraseology be eliminated henceforth.

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harboe _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

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| 66-2554-2535 | |
| FEDERAL | APR 29 1944 |
| U.S. DEPT. OF JUSTICE | |

4 1944

ORIGINAL FILED IN 80-11-5645

Excluded Conference Memo

000112

THE DIRECTOR

4/26/44

THE EXECUTIVE CONFERENCE

AR/bw

Change - Manual of Rules and Regulations,
Sections 10D, E and H

The Executive Conference was in unanimous approval of the suggestion that wanted flyers be handled in the same manner as Identification Orders, in that they be numbered from now on and be cancelled in the same manner as Identification Orders.

In accordance with the approval of the Conference, there is attached hereto a revision to be included in the Manual of Rules and Regulations, Sections 10 D, E, and H.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/24/97 BY SP5/LBC
#323013

Clyde Tolson
Chairman

U. R. Glavin
Secretary

| | |
|---------------|-----------------|
| Mr. Tolson | |
| Mr. E.A. Tamm | |
| Mr. Clegg | |
| Mr. Coffey | |
| Mr. Glavin | cc - Mr. Tolson |
| Mr. Ladd | |
| Mr. Nichols | |
| Mr. Rosen | |
| Mr. Tracy | |
| Mr. Egan | |
| Mr. Gurnea | |
| Mr. Harbo | |
| Mr. Hendon | |
| Mr. Mumford | |
| Mr. Quinn | |
| Mr. Nease | |
| Miss Gandy | |

Attachment

Mr. Tolson

RECORDED

INDEXED

107 106-2551-2556

MAY 1 1944

31
54 MAY 2 1944

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URG:AB

THE DIRECTOR

APRIL 26, 1944

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/24/81 BY SAC/Kce
#1323073

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Mumford, Gurnea, Clegg, Acers, Hince, Hendon, Nichols, Coffey, Carson, Quinn Tamm, Rosen and Glavin considered a memorandum from Mr. Seyforth to Mr. Nichols concerning the destruction of Bureau certain old Administrative Division records maintained in the Files Section.

Glavin concurred with the recommendation made that the following old records be disposed of:

1. Expense account letters sent to and received from the Bureau's field offices during the years 1923 and 1924. This material is filed in folders under the name of the field office.
2. Schedules of paid accounts, years 1926 to 1930 inclusive.
3. Leave record cards of various employees of the FBI for the years 1919 to 1931 inclusive.
4. Application forms for annual and sick leave for the years 1936 and 1937.
5. Special Agent, accountant and clerical records of Headquarters of payment for expense vouchers for the years 1924 to 1927 inclusive.
6. Treasury Decisions for the years 1927 to 1930 inclusive.
7. Copies of old personnel classification sheets, no dates shown. Approximately 20 years old.
8. Personnel Orders and routing slips sent from the Director to Chief Clerk's Office for the years 1926 to 1929 inclusive.

Samples of the above-mentioned material are attached

hereto.

35 MAY 1 1944

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

Glavin recommends to the Conference that the Blue Slips be maintained in the Voucher Section at the present time covering the period 1913 to 1931 since they are original and not duplicate records. The Conference agrees with the recommendation of Glavin concerning the retention and destruction of the material aforesaid.

54 MAY 2 1944

000111

MEMORANDUM FOR THE DIRECTOR

- 2 -

Should the Director approve the Conference recommendation, appropriate action will be taken.

The Conference at the same time recommends that a Divisional Committee composed of a representative of each division be formed for the purpose of reviewing old dead material in our files in an effort to eliminate such dead material and conserve space which is so badly needed at this time.

Should the Director approve the Conference recommendation, in this regard, the appropriate committee will be immediately set up and will begin to function.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

R. E. Clegg, Secretary

cc: Mr. Tolson
Mr. Clegg

000109

HHC:HD

THE DIRECTOR

H. H. CLEGG

April 25, 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/31/91 BY SP5CJ/bc
#3234 B

The Executives' Conference, Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Ladd, Nichols, Rosen, Tracy, Acers, Mumford, Hince, Hendon, Carson, C. Tamm, Gurnea and Clegg being present, recommended that consistent with the discussion between Vice President F. W. Nichol of the International Business Machines, now assisting in the reorganization of the State Department, and Mr. Clegg, that the following action be approved:

1. That the Bureau give advisory assistance to Mr. Nichol or to any of the officials of the State Department in preparing retraining courses for their employees and helping in the suggesting of subject matter to be covered in such retraining courses.
2. Mr. Nichol invited a representative of the Bureau to be present at their graduation exercises of the International Business Machines' Business Management Course at Endicott, New York on May 8, 1944. The invitation was for a representative to spend 2 days at Endicott as a guest of IBM and witness their graduation exercises, which seemingly is fairly similar in type to the Bureau's graduation, but Mr. Nichol thought that since he had the pleasure of getting some suggestions from the Bureau, the Bureau might get some suggestions from their exercises.
3. Mr. Nichol also indicated that a representative or representatives from the Bureau would be welcome to attend the IBM course on "Business Management". He stated that as many as 50 executives at a time attended this course from General Motors. This course is on the broad general principles of "Business Management" and he felt some ideas might be picked up by an FBI representative. The course lasts for 2 weeks at a time and ends with the graduation exercises, such as the one Mr. Nichol invited a representative of the Bureau to attend.

Concerning "2" and "3" above, the Executives' Conference felt there might be some value obtained in a representative of the Bureau taking this 2 weeks' course and that the representative in question would have an opportunity to be present at the graduation at the end of the particular course which he attended. Therefore, it was felt the invitation to attend the graduation should be declined at this time but that the employee who attended the course would witness the graduation at the conclusion of his particular course. It was the unanimous recommendation of the Executives' Conference that Mr. Acers be designated to take this course, if such arrangements would be satisfactory with Mr. Nichol.

Mr. Nichol also offered to donate to the Bureau one of their adjustable lecturns if, after it was viewed, it was found to be serviceable.

There is attached hereto a letter addressed to Mr. Nichol along the lines of the recommendations made.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson

W. R. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Mumford _____
Mr. Hince _____
Mr. Hendon _____
Mr. Carson _____
Mr. Gurnea _____
Mr. Clegg _____
Miss Gandy _____

cc. Mr. Tolson

Mr. Clegg

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RECEIVED

THE DIRECTOR

April 25, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Hince, Hendon, Gurnea, Ladd, Acers, Humford, and Glavin considered a suggestion submitted by Special Agent Mohr of the Administrative Division to the effect that the Bureau advise the field that the Monthly Reports of Recreation Activities in the Field need no longer be forwarded to the Bureau. Mr. Mohr pointed out that at the present time some offices are forwarding these reports and others are not. The information furnished in these reports are of no particular value.

The Conference recommended that the field be advised to discontinue the forwarding of these reports.

Subject to the Director's approval, there is attached hereto a bulletin to the field concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/24/82 BY SP5CJ/bee
#323,013

Clyde Tolson
Chairman

W. E. Glavin
Secretary

cc Mr. Tolson
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Humford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED

166-2554-2559
27 MAY 1 1944

54 MAY 2³¹ 1944

100107

MEG:WGR

April 24, 1944

THE DIRECTOR

RE: ~~X~~SIS AGENTS' TRAINING SCHOOL

On Saturday, April 22, 1944, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Mumford, Gurnea, Acers, Rosen, Q. Tamm, Carson, Glavin and Nichols considered the attached recommendations for the proposed SIS Agents' Training School to be held at some future date.

These recommendations were previously discussed with Assistant Director H. H. Clegg.

The Conference and Mr. Clegg were unanimously in favor of the recommendations.

Respectfully
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin
Secretary

Attachment

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&
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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

57 MAY

3 1944

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THE DIRECTOR

April 20, 1944

H. H. CLEGG

ACCOUNTING COURSE LESSONS

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/24/95 BY SP5/BSA
#323013

The Executives' Conference, Messrs. E. A. Tamm, Glavin, Tracy, Ladd, Mumford, Rosen, Coffey, Hendon, Acers, Hince and Clegg being present, considered the suggestion of Mr. Egan that when the present accounting course lessons were corrected and graded that there be returned with the corrected paper a mimeographed model answer to the Bureau Special Agent (A) who sent in his answer to the problem. This answer would go only to those who had attained a satisfactory rating and, of course, would not be sent to those whose rating was unsatisfactory and who would be instructed to work the problem again.

ADVANTAGES: It will have a definite educational effect since the accountants will read the model answer and in doing so this improves and increases their knowledge and confidence.

2. This is customary in regular residence accounting schools and in all correspondence accounting course schools.

3. The sending out of the answer does not mean that the Bureau endorses one method over another method but it will merely be a solution of the problem in one approved manner and the educational benefits are greatly desirable.

4. The possibility that some accountant in the same office who has not yet worked the lesson might "borrow" the model answer is perhaps no greater than the possibilities involved when an accountant receives his corrected paper which is marked satisfactory. The possibilities of this corrected paper being borrowed are equally as great as if the model answer were furnished.

DISADVANTAGES: It was feared by some of the accountants that sending out one model answer would show the Bureau's preference for this method of solution of the problem as opposed to other methods equally as acceptable.

2. It was feared that there would be a greater likelihood that accountants who had not yet worked the lessons would copy from the model solution which had been sent to other accountants of the same office.

3. It might indicate the Bureau felt there were "hard and fast" rules whereby accounting problems must be worked, when this is not, in fact, the case.

RECORDED & INDEXED

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Mr. Vechery, who supervises and grades the accounting course, was somewhat opposed to sending out the model answer for the reasons listed in the above disadvantages.

EXECUTIVE CONFERENCE CONSIDERATION: The members of the Executives' Conference unanimously were of the opinion that the advantages outweighed the disadvantages and for the reasons cited under advantages above, they unanimously recommended that the model answers be printed and returned with the corrected and graded solution sent in by each accountant who has finished a particular lesson.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson

W. R. Glavin

MR. TOLSON
MR. CLEGG

URG:AD

100101

APRIL 21, 1944

THE DIRECTOR

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. E. A. Tamm, Curnea, Carson, Coffey, Hendon, Clegg, Adams, Ladd, Mumford, Tracy, Hines, Egan and Glavin considered a suggestion submitted by Special Agent Supervisor Huston of the Administrative Division pertaining to shipments going to Honolulu by air.

The Conference was advised that Mr. Pierre Greiner of Foreign Economic Administration had advised Mr. Huston that he would be pleased to handle such shipments for us that of necessity had to go to Honolulu promptly by air.

At the present time all shipments by air to Honolulu are ultimately placed in the hands of the Navy, and Huston felt that perhaps by having Greiner handle such items the handling would be just as safe as the more involved procedure of obtaining priorities and making arrangements for the transfer of the shipment to a naval plane at San Francisco.

The Conference felt that it would be well for the Bureau to continue its present policy of securing priorities for shipments and then making arrangements through the Navy for transfer to a naval plane at San Francisco rather than for the Foreign Economic Administration to handle such shipments.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. D. Glavin, Secretary

OK
H

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Tolson
Mr. Clegg

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April 28, 1944

ALL INFORMATION CONTAINED
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THE DIRECTOR

DATE 5/24/91 BY SP5M/lee
#323013

Re: Twentieth Anniversary of the
Identification Division

The Executive Conference consisting of Messrs. Rosen, Ladd, Nichols, Glavin, Gurnea, Hendon, Mumford, Carson, Coffey, Hince, Acers, Quinn Tamm and Tracy considered a suggestion of Agent Supervisor A. K. Bowles of the Identification Division in connection with the celebration of its twentieth anniversary.

1. Agent Bowles suggests that an appropriate article be prepared for the FBI Law Enforcement Bulletin which is issued nearest July 1, 1944 and that this article relate the history of the Identification Division and its growth during the twenty-year period. The Conference unanimously approves this suggestion and in addition suggests that the entire issue of the Law Enforcement Bulletin be devoted to the Identification Division.

2. It is further suggested that the President of the IAI be notified in advance so that appropriate publicity may be given in the IAI Convention in August at Deadwood, South Dakota. A Bureau representative will speak at this convention. The Conference unanimously approves this suggestion.

3. It is further suggested that the summer picnic for Ident employees, which will probably be held in June or July, be dedicated to the twentieth anniversary. The Conference unanimously approves this suggestion.

4. It is also suggested that the regular Quarterly Conference of the Identification Division for the third quarter of 1944 be held Saturday, July 1, 1944 in the Drill Hall and that the Director and all other Bureau officials be invited to attend. The Conference unanimously agrees with this suggestion.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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MEMORANDUM FOR THE DIRECTOR

April 28, 1944

There is attached hereto a letter of Special Agent Bowles thanking him for his interest in submitting the foregoing suggestions.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

CC: Mr. Tolson
Mr. Clegg

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/24/97 BY SP8CJ/KSC
#323413

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Harbo _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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SJT:mlm

April 28, 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 12/24/97 BY SP5/STW/lbg

#323013

THE DIRECTOR

RE: CAFETERIA, FBI ANNEX

The Executive Conference consisting of Messrs. Rosen, Ladd, Nichols, Glavin, Gurnea, Hendon, Mumford, Carson, Coffey, Hince, Acers, Quinn Tamm and Tracy considered the status of the request for a "juke box" in the FBI Annex cafeteria.

It was pointed out to the Conference that Mr. Peters of PBA had objected to a "juke box" on the ground that it was not a desirable type of music for a Government cafeteria and also on the ground that the cafeteria, being under lease to the Welfare and Recreational Association, any equipment of this type should be installed and handled by them as the concessionaire. The Conference was further advised that the Welfare and Recreational Association subsequently agreed with Mr. Peters' point of view and, accordingly, a request was then made on behalf of the FBI Annex employees that "Muzak" be installed. Colonel Goodacre, representing Captain Hoover of the Welfare and Recreational Association, subsequently advised that the matter had been reconsidered and they were now ready to install a "juke box" to be operated by the Welfare and Recreational Association and that they would be glad to meet with representatives of the Bureau and outline a percentage of the profits to be given to the FBIRA for welfare work.

The Conference was unanimously of the opinion that in view of the fact that "Muzak" is a much better type of music and in view of the further fact that both the PBA and the cafeteria people have previously refused to install or permit the installation of a "juke box", the pending request for the installation of the "Muzak" system should be maintained.

RECORDED & INDEXED

It was further pointed out that if the Welfare and Recreational Association installs the "juke box" the supply of records will be limited and the music will become monotonous.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Mohr
- Mr. Carson
- Mr. Hendon
- Mr. Mumford
- Mr. Jones
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

MAY 3 1944

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MAY 2 1944

MEMORANDUM FOR THE DIRECTOR

April 28, 1944

if the private "juke box" company installs the machine, the records will be changed weekly inasmuch as they have an enormous variety and operate on a commercial basis. If Captain Hoover's organization makes the installation of a "juke box" it is felt the music will not be satisfactory.

In addition to the foregoing, a request is still pending for a return to the FBIRA of a portion of the net profits of the cafeteria and there is still a chance that we might be successful eventually in this connection.

Respectfully,
For the Conference

OK
H
Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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April 25, 1944

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Carson, Coffey, Nichols, Acers, Rosen, Clegg, Mumford, Ladd, Gurnea, and Quinn Tamm being present, considered the suggestion submitted by Special Agent Thomas S. Lovering in which Agent Lovering recommends that when the Identification Division furnishes information after they receive a fugitive form letter containing the physical description of a person thought to be identical with a subject in a Field Division case, they also provide fingerprint information along with the other physical description. He further suggests that the fingerprint information list the classification, the types of finger impressions, and the ridge counts or whirl tracings.

You are advised that this suggestion has been considered numerous times in the past and it is not thought to be practical. The description of the fingerprint types and fingerprint classification would be of little value in looking for a fugitive. It would materially increase the work of the Identification Division as numerous fugitive form letters are answered on possible identifications. The answering would be complicated by the fact that the letter would have to be handled by fingerprint experts rather than typists.

If you approve, there is attached hereto a letter to Special Agent Lovering thanking him for his suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure 3 1944

cc - Mr. H. H. Clegg

100096

To : THE DIRECTOR
 From : THE EXECUTIVE CONFERENCE
 Subject :

Date: March 9, 1944

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Hince, Quinn Tamm, Nichols, Coffey, Acers, Clegg, Ladd, Mumford, Rosen and Glavin considered the payment of lecturers at the National Police Academy.

For the Director's information, the Bureau has approved and followed the procedure since the establishment of the National Police Academy of having the outside lecturers paid as temporary employees for their expenses while appearing before the National Police Academy. During the past year since the 20% withholding tax has come into effect, certain of the lecturers have objected to the Bureau's policy in considering these expenses as salary, reporting the expenses as salary and deducting the necessary 20%.

It was pointed out to the Conference that the only other way this particular matter can be handled was for these lecturers to be advised by the Attorney General to proceed to Washington for conference purposes and that all expenses will be paid. The Bureau has been assured by the Department that the Attorney General has authority to call individuals in for conference without salary but can approve all expense payments involved in the trip. It was also pointed out that there may be a delegation of this authority to Mr. McGranery in the Department or Mr. Hoover so that appropriate instructions could be sent out by the delegated authority for these outside lecturers to appear for conference at the National Police Academy. If such is done, they can then submit their expense accounts, they are not held to any Government schedule, and they could then be reimbursed and there would be no salary payments involved and there would be no tax deduction from the accounts paid to the individuals.

The Conference, therefore, suggests that it would be desirable to discuss this matter with Mr. McGranery for the purpose of ascertaining whether Mr. McGranery or the Attorney General would approve the delegation of power, to instruct these lecturers to come in for conferences before the National Police Academy, to the Director.

Should the Director approve, the appropriate contact will be made with Mr. McGranery concerning this matter.

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED

DATE 5/24/91 BY SP-5 JLS/1650
 #323013

Respectfully submitted
 FOR THE CONFERENCE

CC: Mr. Tolson
 Mr. Clegg

Clyde Tolson
 Chairman

W. R. Glavin
 Secretary

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| FEDERAL BUREAU OF INVESTIGATION |
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ALL INFORMATION CONTAINED
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THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Tamm, Ladd, Clegg, Coffey, Glavin, Nichols, Rosen, Gurnea, Acers, Q. Tamm, Carson and Mumford, gave final consideration on April 27, 1944, to the advisability of permitting Field Offices to maintain a 3 by 5 card straight alphabetical index as a supplement to the regular Security Index card file. You will recall that the Security Index card file was broken down geographically by States and major cities in all offices and then, in early 1943, was broken down in all Coastal offices to geographical areas as small as counties, townships, and even police precincts. This latter action was taken almost solely to forestall a "grid plan" contemplated by CNI. Since then, CNI has practically withdrawn from this field into its own jurisdiction and the Bureau's action, therefore, has accomplished its purpose.

The Philadelphia Field Office raised the question of the use of the straight alphabetical index along with the Security Index file and, therefore, the matter was held to await the recommendation of the Inspectors who recently visited the Philadelphia Office. They expressed the opinion that under the present system of geographical breakdown to small areas, the 3 by 5 index aided materially to the ease and efficiency of handling the Security Index and, therefore, strongly recommended that the authorization be granted for its use. A check was made with the New York Office, which has the same problem, but it was found it is also using such an index as it feels is required to avoid the necessity of lengthy searches to find a card where the exact address is not known.

The Executive Conference felt, however, that there is now no necessity for the geographical breakdown of the Security Index into the small areas which were chosen because of CNI's project. It is the unanimous opinion of the conference that the Bureau can materially simplify this entire project by returning the index to the old system of having it divided only as to nationalistic tendencies by States in each Field Office. Such action would entirely obviate the need for a second index. This opinion is based on the belief that there is no longer any possibility of invasion of this country which was the only justification for the "grid plan" system promulgated by the Navy. It is felt that if there is ever need for the Security Index, it will be general as to all persons of a particular ideological or nationalistic tendency throughout the country rather than any particular geographical area.

It is therefore recommended that all offices be instructed to revise their Security Index on a straight alphabetical basis by nationalistic tendencies with those offices covering more than one State permitted to have the single geographical division by States. A bulletin to this effect is attached for your approval if you concur with the Conference.

Respectfully,
For the Conference

W. R. Glavin
Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
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MAY 6 1944
W. R. Glavin
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THE DIRECTOR

May 2, 1944

0 EXECUTIVES' CONFERENCE *Memorandum*

The Executives' Conference, those present being Messrs. E. A. Tamm, Glavin, Coffey, Ladd, Carson, Tracy, Hendon, Gurnea, Hince, and Clegg, recommended that after proposed Bureau Bulletins are prepared and have been approved by the Executives' Conference, and even after they have been approved by the Director, if, when they are sent to the Training and Inspection Division for review before printing, it is found that they can be clarified and shortened materially and if the revised or new form of the bulletin is approved by the employee who dictated the original lengthier bulletin, authority should be granted for a printing of this bulletin in its revised form. If this is approved, the Mechanical Section would be authorized to print an unsigned bulletin when it accompanies a longer signed bulletin which has been briefed or clarified without resubmitting it through various channels.

There are attached hereto three proposed bulletins which are improvements on the initial bulletins prepared, approved by the Executives' Conference, and signed by the Director. These three revised bulletins have been approved by the authors of the initial bulletins.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

cc - Mr. Tolson
Mr. Clegg

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Gurnea _____
Mr. Hince _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

50 MAY 9 1944

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WEG:pb

THE DIRECTOR

May 6, 1944

THE EXECUTIVE CONFERENCE *Memo*

The Executive Conference, consisting of Messrs. E. A. Tamm, Curnea, Ladd, Hendon, Nichols, Carson, Coffey, Hince, Tracy and Glavin, considered calling in for In-Service Assistant SACs who are to attend the Assistant SAC Conference either during the period from May 29 to June 10 or from June 19 to July 1, 1944. It was pointed out to the Conference that at the present time there are 15 Assistant SACs who are due for In-Service training; that it appears unnecessary, since they are going to attend the Assistant SAC Conference for two weeks, that they be held over for an additional two weeks for In-Service. The entire Conference was in agreement that attending the Assistant SAC Conference be considered In-Service training.

Should the Director approve, appropriate changes will be made in our records immediately.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc: Mr. Tolson
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 7/24/91 BY SP-1/bca
#323013

[Signature]
Mailed

April 27, 1944

THE DIRECTOR

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The Executive Conference, with Messrs. Ladd, Nichols, Glavin, Tracy, Coffey, Q. Tamm, Gurnea, Acers, Hendon, Eince, Carson and Mumford in attendance, on April 27, 1944, considered the suggestion made by Special Agent William A. Branigan of the San Francisco Field Office to Mr. Dwight Brantley, while the latter was there on inspection, that the Bureau compile and furnish to the field a comprehensive study outline embracing the elements of theoretical Communism and the history of the Party, including its many changes of line. Special Agent Branigan expressed the belief that more theoretical training is wanted and needed by the Agents and would enhance the investigations being conducted.

Members of the Conference were unanimously of the opinion that the field now has available to it the information requested by Special Agent Branigan and that, therefore, no special project along this line should be taken at the present time. It is pointed out that the Quarterly Intelligence Summaries contain an extremely detailed history of the Communist Party along with a treatise on its ideological objectives. Every field office also has a general file on the Communist Party which contains lengthy survey reports and has numerous letters outlining changes in the Party line and suggested significance of these changes. In addition to these data which have been furnished by the Seat of Government heretofore, any Agent who desires can easily secure the best basic source of enlightenment on the ideological and historical phases of Communism through local libraries which have the works of Marx, Lenin, etc.

If you concur with the conference, there is attached hereto for your approval a letter to Special Agent Branigan.

Respectfully,
For the Conference

O.K.
H.
Attachment
Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

G. A. Tolson
Chairman

RECORDED
W. R. Glavin
Secretary

INDEXED
59

[Signature]
66-2554-2570
F B
14 MAY 8 1944
[Signature]

70 MAY 9 1944

000089

HMA:jmr

THE DIRECTOR

May 4, 1944

EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/17/01 BY 338/166
#323073

The Executives' Conference considered the suggestion of Special Agent M. A. Jones that a policeman be included in an early session of the FBI National Academy. The Conference unanimously recommended unfavorably feeling that the inclusion of a policeman with the policeman in the FBI National Academy Executives and Teachers Course at the present time would be undesirable. It would curb the present freedom of discussion; a woman could not go to Quantico and take firearms training and live in the barracks; there would be many subjects which are taught to the policeman that would have no bearing on policewomen's work.

It was recommended by the Executives' Conference that the Bureau make plans to begin at an early date a special course of training as a part of the FBI National Academy for policewomen. This would emphasize policewomen's work, the Women's Bureau, juvenile delinquency, crime prevention, and other enforcement and administrative subjects which would be valuable to policewomen. If the Director approves, a proposed course for such purpose will be planned and submitted for consideration.

Those present at the Conference were Messrs. E. A. Tamm, Glavin, Coffey, Carson, Ladd, Tracy, Nichols, Acers, Gurnea, Mumford, Rosen, Randon, and Clegg.

*I am not certain this is
a good idea, but I
would like to see
the proposed course*

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECORDED

&

INDEXED

W. H. Glavin

Secretary

164-2554-2571
F B I

MAY 8 1944

cc - Mr. Tolson
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Vohr
Mr. Carson
Mr. Egan
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

186
9 1944

*I have my doubts
also but I think
proposed course can
be submitted & studied*

100088

hhs:smr

THE DIRECTOR

May 4, 1944

EXECUTIVES' CONFERENCE *memo*

FBI ACCOUNTING COURSE

The Executives' Conference considered the present approved FBI Accounting Course for Special Agents (A). Included in this course are several lessons on the subject of Evidence and accompanying these lessons are problems requiring solution. They have been set up in regular numbered sequence in the correspondence course for Bureau Accountants. Under the normal course of events, it is expected that the lessons on Evidence will go out to the field during July, 1944.

Mr. Egan and Mr. Carlson have submitted a suggestion that the lessons on Evidence be sent immediately due to the value of the information contained in those lessons.

Since these courses have already been planned in logical sequence, the Executives' Conference felt that to send out the portion relating to Evidence at this time would be confusing and would interrupt the planned program which has been previously outlined and approved. It was also pointed out that those lessons on Evidence would be sent to the field sometime in July, 1944, and the necessity for sending them out at an earlier date was not apparent because there has recently been furnished to the field officer a summarization of a splendid lecture on the subject of Evidence which, it is believed, meets immediate problems in this field. It is the recommendation of the Conference that there be no interruption to the current program as the first 16 Accounting lessons have already been sent to the field and to send others at this time would merely provide an unnecessary interruption.

Those present at the Conference were Messrs. E. A. Tamm, Glavin, Coffey, Carson, Ladd, Tracy, Nichols, Acers, Gurnea, Mumford, Rosen, Hendon, and Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECEIVED

INDEXED

W. R. Glavin
Secretary

29 MAY 8 1944

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Tolson
Mr. Clegg

186
9 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/24/81 BY SP5/BJE
#328013

100087

bhs:mr

THE DIRECTOR

May 4, 1944

EXECUTIVES' CONFERENCE *minutes*

The Executives' Conference considered the suggestion of Mr. Keyors of the Gymnasium that steps be taken to train police instructors in defensive tactics, such as judo, jiu jitsu, disarming, and similar tactics. It has been ascertained that some police officers have been receiving instruction of this type from Army and Navy instructors and it was felt that this might be an opening wedge by means of which Army and Navy personnel would attempt to get in other fields of police training.

The Executives' Conference, those present being Messrs. E. A. Tamm, Glavin, Coffey, Carson, Ladd, Tracy, Nichols, Acers, Curnea, Mumford, Rosen, Hendon, and Clegg, was unanimously of the opinion that there should be no special school wherein Agents are called to Washington for this specific purpose. At present, those Agents who are trained to become firearms experts, and they are comparatively few in number, are given special training in this field. In addition to this, it was recommended by the Executives' Conference that Mr. Keyors review the list of Special Agents attending each In-Service School for the purpose of selecting those Special Agents equipped physically to offer good prospects of becoming proficient after adequate training in this type of work and that, for a period not exceeding one week following the In-Service School these Special Agents be given specialized training and instruction and experience in this type of work which will enable them to conduct demonstrations before police conferences and also equip them to teach before police schools and to teach the Special Agents in field offices.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

#323013

RECORDED
& DED
INDEXED
148

166-3554-2573
F B I
29 MAY 8 1944

cc - Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Egan
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

MAY 9 1944

100026

Warp

THE DIRECTOR

May 6, 1944

THE EXECUTIVE CONFERENCE

Sugg. #12

Employee: Emilia A. Struzelery
Boston

Members present: Hecro, Tolson, E. A. Tamm, Ladd,
Carson, Rosen, Lunsford, Hendon, Nichols, Clegg, Hince, Coffey,
Quinn Tamm, Tracy, Acers and Glavin.

Employee suggests: That the safety clasps now on exhibit
envelopes be replaced by a more secure fastener in view of the fact
that the metal safety clasps now being used constantly break and
possibly a string fastener wound around two board rings would
more satisfactorily serve the purpose.

RECOMMENDATION: Unfavorable - The Conference is opposed
to the adoption of this suggestion, it being pointed out that although
the metal clasps on the envelopes do break, the same difficulties
would be experienced with the string and cardboard type of fastener
due to the cardboard rings pulling loose from the envelope and the
string breaking.

Subject to the Director's approval, there is attached hereto
a letter to Miss Struzelery concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/24/90 BY SP-1/KCE

#32-3013

Clyde Tolson, Chairman

E. A. Glavin, Secretary

Attachment

CC: Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Lunsford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED & INDEXED

166-2571-2574
F B I
35 MAY 9 1944

186

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LH:117

THE DIRECTOR

May 3, 1944

EXECUTIVES' CONFERENCE

The Executives' Conference, consisting of Messrs. E. A. Tamm, Glavin, Coffey, Hendon, Ladd, Carson, Nichols, Tracy, Clegg, and Hingo, considered a telephonic request made by SAC Cornelius with respect to a police school to be held by the Johnson City, New York, Police Department. This department has 12 members and also has 12 auxiliary police. The Chief of Police is anxious to give training to the auxiliary police, as well as the regular police. The Chief indicated that he would be unwilling to organize a school for only the 12 men of his own department.

Mr. Clegg brought out the fact that if we do not provide training for the auxiliary police when it is desired by the Chief of Police, some other organization will do it. Mr. Clegg recommended that we permit the auxiliary police to attend the school. Mr. Clegg also recommended that Bureau instructors participate in schools attended by auxiliary police, but only when the school is for members of the police department also and when the Chief of Police takes the responsibility for designating the auxiliary police to attend. If approved, the attached letter to the Syracuse Office will be sent.

Attachment

Respectfully,
For the ConferenceClyde Tolson
ChairmanW. R. Glavin
Secretarycc - Mr. Tolson
Mr. CleggALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIEDDATE 5/20/91 BY SP-1/KSC
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&
INDEXED100-2554-2575
F B I
35 MAY 9 1944

186

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hhq:jmr

THE DIRECTOR

May 4, 1944

EXECUTIVES' CONFERENCE

.38 OFFICIAL POLICE REVOLVER

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/24/82 BY SP5 C/V/c

#323,013

The Navy Ordnance authorities have conducted safety tests on the .38 Special Smith and Wesson revolver and the .38 Colt Special Police Official revolver. They have found that the safeties on these two weapons are not sufficiently strong to prevent the weapon being discharged even if the safety is on if the weapon should fall from shoulder height and strike upon the hammer. Poor metal stock used in the safety device is probably accountable for this fact.

In November, 1931, Special Agent Albert L. Eagle was killed in Charlotte, North Carolina, when a revolver fell from another officer's holster and struck the sidewalk, causing the revolver to discharge and the bullet struck Eagle inflicting fatal wounds.

It was recommended that a bulletin be sent to all Agents instructing them to load their revolvers with only five instead of six cartridges and to leave the hammer down on the empty chamber in the revolver so that if it fell, an accidental discharge would not occur.

The Bureau firearms experts at Quantico expressed the further opinion that any rule issued by the Bureau would not apply to the police officers with whom our Agents work; that the lack of one extra cartridge may at some time in a gun battle mean the loss of life by an Agent; and there is a likelihood that an Agent will incorrectly place the empty chamber in the wrong position so that his first attempt to fire will be unsuccessful and he would lose his life.

In view of the advantages and disadvantages cited, it was the unanimous opinion of the Executives' Conference that the Bureau should issue no rule but that a bulletin should set forth the possibilities of danger involved in either situation and call upon the Agents to exercise extreme care with the knowledge of the danger involved in either situation. It should then be left to the judgment of the individual Agents to determine whether they load their service revolvers with five or six cartridges. If this is approved, there is attached hereto a proposed bulletin to this effect.

Those present at the Conference were Messrs. E. A. Tamm, Glavin, Coffey, Carson, Ladd, Tracy, Nichols, Acers, Gurnea, Mumford, Rosen, Hendon, and Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED
&
INDEXED

198 61-12576
F B I
MAY 9 1944

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn
Mr. Nease
Miss Gandy

Attachment

cc - Mr. Tolson
Mr. Clegg

000083

MEMORANDUM

THE DIRECTOR

May 5, 1944

EXECUTIVES' CONFERENCE

The Executives' Conference considered the question raised by Chief Clerk H. Dreyfuss of the Inlets Office as to whether in posting/assignment cards any distinction should be made in placing cases in an inactive status if placed in such inactive status by letter, memorandum, or administratively. Specifically, the question was whether the letters "L", "M", or "Adm." should be put forth in addition to the date and the asterisk. This matter was submitted to the SAC Conference as a suggestion. The SACs were unanimously opposed to any additional wording and felt that the date and the asterisk would suffice. The Executives' Conference was unanimous in favoring only the date and the asterisk indicating the inactive status, whether such inactive status occurred as a result of a letter, memorandum, or administrative action. If the Director concurs, a letter to advising Miss Dreyfuss has been prepared.

Those present at the Conference were Messrs. E. A. Tamm, Glavin, Coffey, Carson, Ladd, Tracy, Nichols, Clegg, Rosen, Harford, Hendon, Gurnea, and Acers.

Respectfully,
For the Conference

Clyde Tolson, Chairman W. R. Glavin, Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/24/93 BY SP-6 JAC/BJC
#323013

cc - Mr. Tolson
Mr. Clegg

RECORDED
&
INDEXED
84

166-1-1-2571
27 MAY 9 1944

176

000082

ETA:NET

May 5, 1944

Sugg. No. 13

Employee: Steno.

Burgaret Mary McShane

THE DIRECTOR

Members present: Messrs. E. A. Tamm, Glavin, Coffey, Carson, Ladd, Tracy, Nichols, Clegg, Rosen, Mumford, Hendon, Gurnea, and Acers.

Employee suggests: That dictation slips now in use be amended to include the word "Typed" and the appropriate space for the stenographer or typist to place the date on which the material was typed.

For the Director's information, present Bureau regulations require that when dictation is typed, a line be drawn through the dictation slip by the stenographer or typist.

RECOMMENDATION: The Conference was unanimously opposed to the suggestion, feeling that it would entail just another administrative step which would not be justified by the advantages. It was pointed out that after the material has been typed by the stenographer it is either on the desk of the supervisor or the SAC and that there exists no real problem of locating the material. If the Director concurs, a letter to Miss McShane has been prepared thanking her for her suggestion.

Respectfully,
For the Conference

cc - Mr. Tolson
Mr. Clegg

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/91 BY SP5CJF/KE

AT 323013

OK.
H.

186

RECORDED
&
INDEXED

166-2554-2578
27 MAY 9 1944

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IPC:AF

April 29, 1944

THE DIRECTOR

The Conference on April 29, 1944, considered the suggestion of Special Agent Lloyd S. Goodwin, In-Service Class (17). He recommended that Laboratory reports emanating from the Bureau include the name of the examiner who analyzed the evidence. He pointed out that in the field when preparing the case for prosecution it is always necessary to telegraph the Bureau to determine the name of the examiner in case that he might be subpoenaed.

Mr. Coffey advised that the name of the Laboratory examiner is omitted from the report for this very reason. It is desired that the field telegraph the Bureau before subpoenaing the examiner for the reason that these examiners may times have other commitments and are not available and it is sometimes necessary to substitute another examiner. Particularly in this type of handwriting identifications where there are invariably three different examiners assigned to the case and any one of them might be assigned to appear in court.

The Conference consisting of Messrs. Hendon, Tracy, Gurnea, Carson, Coffey, Egan, Rosen, and Luskford unanimously recommended that no change be made in the present procedure and that the Special Agent making the suggestion be so advised.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. R. Glavin, Secretary

RECORDED & INDEXED

176

166-3554-2579
MAY 10 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/21/91 BY SP5C/16

#323013

THE DIRECTOR

Executives Conference *memo*

May 3, 1944

Use of personally-owned automobiles
on official business in Venezuela

At a meeting of the Executives Conference on May 2, 1944, attended by Messrs. E. A. Tamm, Clegg, Glavin, Coffey, Carson, Nichols, Tracy, Hendon, Hince, Gurnea and Ladd, consideration was given to the payment to Agents in Venezuela of 5¢ per mile for the use of their personally-owned automobiles on official business.

It was pointed out to the Conference that, in view of the high cost of gasoline, repairs, et cetera, in Venezuela, the State Department and other official Government agencies permit a payment of 5¢ per mile, with a differential of 61.1577%, and it was suggested that the Bureau authorize the payment of a like sum to its Agents in Venezuela.

The Conference was unanimously in favor of authorizing the payment of 5¢ per mile, plus a differential or exchange relief at the rate of 61.1577%, in line with the procedure followed by the State Department and other Governmental agencies, in Venezuela only.

There is attached hereto a letter to the Legal Attache in Caracas, Venezuela, advising him of the Bureau's approval of such a payment, in the event you approve.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

OK
H

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/24/94 BY SP2/BJE
323,813

RECORDED
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198

166-2554-2581
35 MAY 10 1944

MAY 10 1944

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 1
Page 190 ~ Duplicate

FBI File Number 66-HQ-2554, Section 23

20248

Succ. No. 3
Employment Agent
Theodore L. Nichols

SIN DIRECTOR

Members present: Messrs. E. A. Tamm, Glavin, Coffey,
Cannon, Ladd, Tracy, Nichols, Clegg, Rosen, Mumford, Hendon, Quinn,
and Nease.

Employees suggested that the title of the cards be placed on record cards as well as on assignment cards.

This suggestion was presented to the Conference of SACs who were unanimously opposed to the suggestion pointing out that it would be more work; there have been no complaints from Agents, and the possibility exists that the Load card would be confused with the assignment card.

RECOMMENDATION: Unfavorable. If the Director concurs, a letter to Agent Lubicki has been prepared.

Respectfully,
For the Conference

Clyde Tolson
Chairman

Mr. H. G. Galt
Executive

cc - Mr. Tolson
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6/19/91 BY SSS/bce
#323013

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A. Tamm _____
egs _____
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&
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35 MAY 10 1966

THE DIRECTOR

5/5/44

THE EXECUTIVE CONFERENCE

AE/bv

20249

2
~~Location of Bureau Fugitives -~~
~~Mustered Out Pay.~~

~~20248~~

Executive Conference Minutes
The Executive Conference, attended by Messrs. E. A. Tamm, Hendon, Lamford, Carson, Acers, Clegg, Ladd, Coffey, Glavin, and Rosen, unanimously approved the attached Bureau Bulletin with reference to furnishing information to the field and assisting the field offices in locating Bureau fugitives through the placement of appropriate stop notices on members of the Army, Navy, Marine Corps and Coast Guard who are being mustered out.

Respectfully,
For the Conference

OK
Clyde Tolson
Chairman

Wox
E. A. Glavin
Secretary

Attachment:

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/19/91 BY SP-6/BJE

#323,013

RECORDED
&
INDEXED

164-2594-259
F B
35 MAY 10 1944

EM

100-377

THE DIRECTOR

May 4, 1944

EXECUTIVES' CONFERENCE

20250

1. The Executives' Conference considered the discussion as outlined by Mr. Clegg which occurred at the New York Session of the U. S. Attorneys' Conference. It was unanimously recommended that in all matters which were not of utmost importance and which did not involve charges of malfeasance, misconduct, or corruption, whenever the SAC or any Special Agent of a field office received information concerning a U. S. Attorney, such as his failure to back up the U. S. Marshal if he should use force in taking fingerprints, the SAC should personally call on the U. S. Attorney and have a friendly official discussion of the problem so that the views of the U. S. Attorney might be obtained and included in any communication which might subsequently be necessary for transmittal to the Bureau and thence to the Department. It was felt, in fact, that such a discussion would lead to an adjustment of the matter locally and thereby prevent the necessity of the Bureau transmitting any communication to the Department, although it was believed that the Bureau should be informed of the results of any such conference.

2. The Executives' Conference further recommended that in keeping with a suggestion made at the U. S. Attorneys' Conference in New York a bulletin go to the field pointing out that Special Agents should not automatically go to the U. S. Attorney's counsel table during the trial of a case and should not be present at the counsel table except with the consent and at the request of the U. S. Attorney or his Assistant prosecuting a particular case. This was based on the fact that some comment had been made that FBI Agents seemed to be seeking a conviction since several of them ganged up at the prosecutor's table during the trial of an important extortion case at Hartford, Connecticut.

Those present at the Conference were Messrs. E. A. Tamm, Glavin, Coffey, Carson, Ladd, Tracy, Nichols, Acers, Garma, Lunsford, Rosen, Hendon, and Clegg.

If this is approved, there are attached bulletins for the purpose of setting forth the instructions.

Respectfully,
For the Conference

RECORDED
&
INDEXED

148 Clyde Tolson
Chairman

166-2554-2583
F B I
29 MAY 10 1944

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Lunsford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/19/81 BY SP-5 CJS/BJA

#323413

Mr. Tolson
Mr. Clegg

186

W. R. Glavin
Secretary

[Handwritten signature]

144-11

THE DIRECTOR

May 3, 1934

EXECUTIVES' CONFERENCE

220251

The Executives' Conference, those present being Messrs. E. A. Tamm, Glavin, Coffey, Hendon, Ladd, Carson, Nichols, Tracy, Clegg, and Harbo, considered the application of Chief of Police Henry H. Bailles of Jackson, Michigan, to attend the FBI National Academy. Chief Bailles is 52 years of age. Under our present regulation, a man who has reached his fifty birthday is ineligible.

City Manager A. J. Kernig and Carl M. Saunders, editor of The Citizen-Patriot, Jackson, Michigan, urge the admission of Bailles. It appears that he applied six years ago, but circumstances prevented his attendance at that time. The City Council instructed that one of the preliminary requirements for the Chief of Police would be attendance either at a course in "Police Administration" furnished by the International Association of City Managers in Chicago, Illinois, or attendance at the FBI National Police Academy. Chief Bailles will, therefore, be required to take either one course or the other.

SAO Harbo states that Bailles is in splendid physical condition and his experience and demeanor are much above that of a younger man. Bailles is reported to be most cooperative and to have rendered unusually valuable assistance to the Detroit Office.

The Conference unanimously recommended that an exception to the age requirement be made in this instance on the grounds that Chief Bailles will take the training at some point and it would be preferable to have him attend the FBI National Police Academy. If approved, a letter to the Detroit Office will be sent as prepared.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED
INDEXED

27 MAY 10 1934

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/19/91 BY SP-5C/jbs
#323013

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Hendon
- Mr. Mumford
- Mr. Jones
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

186

ENCL: 1

THE DIRECTOR

May 5, 1944

EXECUTIVE CONFERENCE

SUGGESTION #34

EMPLOYEE: AGENT CURTIS O. LYNUM

Members present: Messrs. E. A. Tamm, Glavin, Coffey, Carson, Ladd, Tracy, Nichols, Clegg, Rosen, Mumford, London, Gurnea, and Acers.

Employee suggests: That all reports set forth the complete title, including the names and aliases of all subjects in all cases and all victims in White Slave Traffic Act, Extortion, Kidnaping, and Crimes on the High Seas cases.

For the Director's information, the present Bureau regulation requires that the full title appear in the first report, the closing report, a summary report, a changed title report, and a report sent to an office which has not received a previous report setting forth the complete title.

DISCUSSION: The Conference was unanimously opposed to the suggestion and felt that to include the complete title in all reports would be a waste of time. Agent Lynam pointed out as an advantage the fact that when an Agent charges out a serial for investigation, particularly on a road trip or at a resident agency, it is necessary to have complete information as to the names of all subjects and consequently he must charge out several serials when one would be sufficient otherwise. The Conference felt that all necessary serials for conducting the investigation should be charged out by a road work Agent or a Resident Agent and that, consequently, the additional work would be unjustified by the few resulting advantages.

If the Director concurs, a letter thanking Agent Lynam has been prepared.

Respectfully,
For the Conference

RECORDED

&

INDEXED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

166-
F B I
29 MAY 10 1944

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mumford _____
Mr. Carson _____
Mr. Gurnea _____
Mr. Acers _____
Miss Gandy _____

cc - Mr. Tolson
Mr. Clegg

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/19/91 BY SP5CJ/bce

#323013

WTA:127

May 5, 1944

Sugg. No. 32

Employed: Agent

Joseph G. Dosh

THE DIRECTOR

Members present: Messrs. E. A. Tamm, Glavin, Coffey, Carson, Ladd, Tracy, Nichols, Clegg, Rosen, Linford, London, Gurnea, and Acers.

Employee suggests: That the names of all persons to be investigated as well as the names of all persons to be interviewed which appear in the undeveloped leads of reports or letters be indexed and searched through the field office indices.

RECOMMENDATION: The Conference was unanimously opposed to the suggestion inasmuch as it would practically double the work in indexing and present Bureau regulations permit the SAC to exercise discretion as to the names appearing in reports or letters to be indexed. If the Director concurs, a letter thanking Agent Dosh for his suggestion has been prepared.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary

cc - Mr. Tolson
Mr. Clegg

RECORDED & INDEXED

176

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/19/91 BY SP5C/bcc

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Linford _____
Mr. London _____
Mr. Gurnea _____
Mr. Acers _____
Miss Gandy _____

176

RECEIVED

THE DIRECTOR

May 5, 1944

EXECUTIVES' CONFERENCE

The Executives' Conference considered the suggestion of Inspector J. E. Egan that duplicate assignment cards maintained by supervisors under the master assignment card system be posted to indicate the submission of reports. For the Director's information, under the master assignment card system only the master assignment card is posted. This provides a ready reference on all cases pending in the office. The duplicate assignment cards are utilized by the field supervisor in reviewing cases assigned to Agent personnel assigned to that particular squad or desk.

This suggestion was submitted to the SAC Conference. As an advantage the SACs pointed out that this would help Inspectors in making inspections. Disadvantages listed by the SAC included (1) Too much work; (2) Unnecessary; (3) Serves no purpose; (4) Greater possibility of error; (5) Another set of books to keep. Voting in favor of requiring posting of duplicates was Special Agent Jerome Doyle. In favor of permitting posting of duplicates were SACs Crowl, McFarlin, Stein, and Ruggles. All others were opposed.

The Executives' Conference was unanimously opposed to requiring the posting of duplicate assignment cards maintained by field supervisors. If the Director approves, a letter to Mr. Egan has been prepared.

Those present at the Conference were Messrs. E. A. Tamm, Glavin, Coffey, Carson, Ladd, Tracy, Nichols, Clegg, Rosen, Mumford, Hendon, Gurnea, and Acers.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Tolson
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/19/91 BY SP5 JH/ke

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32164-2587
22 MAY 11 1944

186

THE DIRECTOR

THE EXECUTIVE CONFERENCE

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20252

The Executive Conference, attended by Messrs. D. A. Tamm, Hendon, Mumford, Currier, Nease, Clegg, Ladd, Carson, Coffey, Glavin, and Rosen, unanimously approved the attached Bureau Bulletin with reference to requesting information from the National Headquarters of the American Red Cross. The Bulletin points out that correspondence may be obtained from the headquarters if an appropriate lead is set out for the Washington Field Office.

The American Red Cross keeps copies of

1. Correspondence resulting from inquiries as to the welfare of an individual.
2. Cables
3. Routine correspondence, which is maintained in the local chapters of the American Red Cross.

Respectfully,
For the Conference

Glyco Tolson
Chairman

E. B. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson *Attachment* _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford *Mr. Tolson* _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 9/18/96 BY SP5CJ/bce
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RECORDED

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MAY 11 1940

157A:117

May 6, 1944

Sugg. No. 29

Employee: Agent

Francis L. Patton

THE DIRECTOR

Members present: Messrs. E. A. Tamm, Glavin, Coffey, Carson, Ladd, Tracy, Nichols, Clegg, Rosen, Mumford, Hendon, Gurnea, and Agers.

Employee suggests: That when an office receives a lead and finds that the subject of the case is domiciled within the field division receiving the lead, the office covering the domicile of the subject consider itself office of origin automatically without awaiting Bureau approval relative to the designation of the office of origin.

RECOMMENDATION: The Conference was unanimously opposed to the suggestion feeling that hopeless confusion would result and that neither office would know which office was origin. If the Director approves, a letter has been prepared thanking Agent Patton for this suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Tolson
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/19/91 BY SP5CJ/bse
#323013

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Mumford _____
Mr. Hendon _____
Mr. Gurnea _____
Mr. Agers _____
Miss Gandy _____

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7 MAY 12 1944

May 8, 1944

RGH:DW

THE DIRECTOR

The Executive Conference, consisting of Messrs. Eason, Ladd, Nichols, Gurnea, Hendon, Mumford, Carson, Coffey, Hince, Clegg, E. A. Tamm, Acers, Quinn Tamm, Tracy and Glavin considered the matter of the payment of employees in the Identification Division by cash, beginning with the pay day on May 13, 1944.

The question up for consideration was as to who should guard the payroll after the arrival of the Treasury representatives at the FBI Annex. The Treasury payroll representatives are afforded guards by the Secret Service en route to and from Government departments and bureaus.

It was pointed out to the Conference in connection with the discussion of this matter that the District Jail is directly across the street from the automobile entrance to the building and that it would not take long for inmates of the jail to be aware of the fact that FBI employees in the Annex are paid in cash and that the car delivering the money arrives at a certain time each pay day. This information on the part of prisoners in a jail might lead to some attempt at a future date to make a robbery attempt. The amount of money involved is considerable.

Messrs. Glavin and Gurnea recommend that after the arrival of the Treasury representatives, the FBI undertake the responsibility of guarding the money against possible robbery attempts. The Conference further considered suggestions by Special Agent E. E. Lee of the Administrative Division wherein he suggests that the FBI take responsibility for the funds after the Secret Service delivers them to the premises of the Identification Division. Mr. Lee pointed out that (1) in the event there was ever a successful robbery in the building, regardless of who was guarding the funds, the FBI would be the agency criticized for failure to properly guard them, and (2) he felt it would be undesirable to have Secret Service men standing around armed while the FBI Identification Division employees were being paid since he feels that the FBI prestige would suffer in the minds of our employees who are of the opinion that the FBI is quite capable of protecting these funds from any underworld characters who might desire to take them from us.

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Clegg _____
Coffey _____
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Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
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The majority of the Conference, however, recommended that the money, which will exceed \$250,000 in cash, should be guarded by Treasury representatives at all times. It was pointed out that a disbursing officer of the Treasury Department will actually make the cash payments to our employees within our space. Thus the Treasury never relinquishes physical control over the money in question. There will always be quite a number of employees who will not be present on the pay day and this Treasury representative must take the cash representing the pay of such individuals back to the Treasury Department with him and checks will thereafter be issued for delivery to the Bureau the following day. The Treasury representative would of course be accompanied to our building by Treasury guards who even though we took over the guarding of the funds while in the building would have to stand by and wait for him in order to give proper protection on the return to the Treasury Department. The majority of the Conference feels that since these are Treasury funds the Treasury Department should have the full responsibility of guarding them all the time. It is not believed we would be subject to any great criticism in the case of a robbery if we do not accept responsibility for guarding the funds even though such robbery should take place within our premises. The chances are any way that such robbery would take place on the outside of the building and would conceivably occur at about the time our representatives might be taking over the guard duty which would subject us to criticism which otherwise we would not get.

The majority of the Conference further felt that there was no particular prestige to be obtained for our Agents through serving as armed guards for funds and consequently there would be no loss of prestige through having armed Treasury guards who would probably be designated from the Secret Service handling this job.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. R. Clavin
Secretary

58
CC - Mr. Clegg

URGENT

THE DIRECTOR

May 8, 1944

THE EXECUTIVE CONFERENCE

0
The Executive Conference consisting of Messrs. E. A. Tamm, Acers, Hendon, Hince, Ladd, Mumford, Curnea and Glavin considered the suggestion submitted by SAC Pieper of the San Francisco Office concerning the administrative desk setup for the handling of Selective Service matters in the San Francisco Office.

The Conference was advised that Mr. Pieper, as a result of the discussions held by him at the Seat of Government during his attendance at SAC School, has placed two girls on Selective Service work in the San Francisco Office and released two Special Agents who had been performing this work. Mr. Pieper states that the two girls have been working on Selective Service material in the Chief Clerk's Office and are already familiar with some of the routine functions performed. They have good educational background, accept responsibilities willingly and are industrious and dependable. Mr. Pieper states their duties are as follows:

Desk 3
Miss ELEANA MADISON

1. Initial and route incoming mail attached to files.
2. Acknowledge and type letters or reports, prepare teletypes, or take such other action as may be indicated by incoming mail of a routine nature.

Desk 4
Miss MARY PATTS

1. Answer telephone, screen and route calls to Supervisor and other administrative desks, answer questions on Selective Service of a routine nature.
2. Write routine letters, state teletypes, or telegrams to local law enforcement agencies requesting investigation.
3. Write letters to cover leads from other offices which can be handled by correspondence.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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4. Contact local draft boards by telephone or telegram relative to men in custody in other districts without draft cards, and prepare teletype to other office in the event subject not delinquent.
5. Prepare form letters to registrant, reference, employer, etc. on newly opened cases.

The Conference, with the exception of Mr. Mumford, concurs in the recommendation made by SAC Pieper that these assignments be continued for an experimental period of at least 30 days. The majority of the Conference sees no reason why these employees cannot do this work. It is not Agents' work, no investigation is entailed and there appears to be no reason tying up badly needed Agent personnel to handle routine clerical duties in the Field Offices.

Mr. Mumford is of the opinion that the duties set out are investigative duties and should be handled by Special Agent personnel.

Should the Director approve the majority's recommendation of the Conference, Mr. Pieper will be immediately advised.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. A. Glavin, Secretary

cc - Mr. Tolson
Mr. Glavin

MEMORANDUM

FOR THE DIRECTOR

MAY 8, 1944

EXECUTIVE CONFERENCE

Sugg. No. 17

Employee: SA Scott C. L. Pettit

The Executive Conference, consisting of Messrs. Rosen, Tracy, Turner, Ladd, Carson, Coffey, and Nease, considered the suggestion of SA Scott C. L. Pettit that the Bureau add to its In-Service Training Course a short course of instruction in photography and the specialized uses of the various photographic equipment maintained by the Bureau. The Conference was unanimously opposed to the suggestion inasmuch as it is felt that the present training in photography is adequate for field use.

For the Director's information, in each office there are Agents who have made a special study of photography and are available for discussion of the subject during office conferences. The Conference felt that in the majority of instances any specialized training to Agents, as a whole, in In-Service would be lost through non-utilization prior to the time the necessity for use would present itself.

If the Director approves, a letter to Agent Pettit thanking him for his suggestion has been prepared.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

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DATE 6/19/91 BY spc/ke

W. B. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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83

Sugg.
Employ

Elizabeth P. Lavery

WMA:LSH

THE DIRECTOR

MAY 4, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Rosen, Tracy, Gurnea, Hendon, Carson, Coffey and Acers, considered the suggestion of Stenographer Elizabeth P. Lavery that in letters written by one field office to another field office and also letters written to the Bureau by a field office the salutation and the complimentary closing be omitted.

It was pointed out to the Conference that the new stationery, presently being utilized, will accomplish the objective of this suggestion.

If the Director approves, a letter has been prepared thanking Miss Lavery for her suggestion and so advising her.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Clavin
Secretary

CC: Mr. Tolson
Mr. Clegg

Attachment

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HEREIN IS UNCLASSIFIED
DATE 6/19/87 BY SP5/SCA

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. Jones _____
Mr. Quinn Tamm _____
Miss Gandy _____

May 8, 1944

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RGH:DM

THE DIRECTOR

The Executive Conference consisting of Messrs. Tamm, Glavin, Curnea, Carson, Coffey, Acers, Logan, Clegg, Tracy, Hendon, Kince, Ladd, Mumford and Quinn Tamm considered the inkless method of taking fingerprints. It was pointed out to the Conference that the Bureau upon occasions in the past has utilized the inkless or faured method of taking fingerprints of Bureau visitors. Under this method special sensitized fingerprint cards were used in connection with a chemical pad. The reaction of the chemical with the sensitized material appearing on the fingerprint card caused the finger impression to appear.

Some of the fingerprint cards taken under this method in 1941 have since been observed. An examination of these prints indicates they became wet in some manner and the impressions in most instances disappeared. In addition prints taken in 1935 have almost completely disappeared from the fingerprint card. Another print taken in June 1935 using this inkless method was observed in the same condition. Impressions in these instances turned brown whereas originally they are bluish-black. Examples of such cards are attached. They are definitely unsatisfactory at this time for the making of fingerprint comparisons.

It was suggested to and unanimously recommended by the Conference that the following steps be taken:

1. That the inkless fingerprint method never be used under any circumstances by the Bureau for the taking of fingerprints of visitors on tour.
2. That an article be given prominence in an early issue of the FBI Law Enforcement Bulletin referring to this experience with the inkless method in the hope that such an article will discourage its use in the future.

3. That in the future the Bureau refuse to accept for filing any fingerprints taken with the inkless method and that this policy be set out in the Law Enforcement Bulletin article mentioned.

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It should be understood of course that the adoption of such a policy may lead to complaint by the commercial firms who have developed and pushed this method. It is believed we are justified, however, in adopting such a policy on the basis of our experience since we return fingerprints to the contributor which are taken by the regular method when these prints are not sufficiently clear or susceptible to classification. It is believed that we could be subjected to extreme criticism in the future if we accept prints for our files which after a period of time completely disappear.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. R. Clegg
Secretary

cc - Mr. Clegg

April 27, 1944

Jefford

THE DIRECTOR

The Executive Conference, with Messrs. Ladd, Nichols, Glavin, Tracy, Coffey, E. Tamm, Gurnea, Acers, Hendon, Hince, Carson and Mumford in attendance, today considered a suggestion submitted by Special Agent Walter V. McLaughlin while attending in-service class, that efforts be made to have the Army and Navy furnish to the Bureau all reports concerning deserters, since this would be a fertile field for additional work for the Bureau. He pointed out that this suggestion is based on his having learned that in the Eastern Pennsylvania district, the Armed Services are reporting hundreds of deserters to the local police rather than to the Bureau.

The handling of deserters has been worked out by the Bureau with the Armed Forces on the basis that the thousands of A.M. cases will not be reported but that the Armed Services will handle them themselves or with the police, since most of them involve only a few days overstay of leave and would not be prosecuted in any event. Under the present system, the Armed Forces do report to the FBI all cases which reach the stage where they are considered actual deserters. If the Bureau undertook to handle the type of case to which Special Agent McLaughlin refers, it would burden the Bureau with thousands of reports which would be almost immediately cancelled by the return of the Service man and the paper work involved and the confusion would far outweigh the results effected.

It is the recommendation of the Executive Conference that the present arrangement with the Army and Navy continue on the present basis. It is not believed that the FBI should undertake to handle all those A.M. cases but rather that it should limit itself to the handling of actual deserter cases only. If you concur, there is attached for your approval an appropriate letter to Special Agent McLaughlin.

Tolson
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Coffey
Glavin
Ladd
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Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

Attachment

RECORDED
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EX-28

Respectfully,
For the Conference

W. L. Glavin
Chairman

W. L. Glavin
Secretary

FEDERAL BUREAU OF INVESTIGATION

MAY 1944

U. S. DEPARTMENT OF JUSTICE

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DATE 6/19/94 BY SP-1/PC

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May 3, 1944

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Coffey, Carson, Nichols, Hendon, Ladd, Mumford and Tracy, considered a suggestion that a special label be printed for use by all field divisions in submitting evidence for latent fingerprint examination only.

The Conference unanimously approved the suggestion.

There is attached hereto a letter addressed to Mr. Edwin C. Nelson thanking him for his suggestion in the event you approve. If you approve a Bureau announcement will be prepared.

Respectfully,
For the Conference

Glyde Tolson, Chairman

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DATE 6/17/91 BY SP5/bce
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W. R. Glavin, Secretary

cc - Mr. Tolson
Mr. Clegg

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Tolson
E. A. Tamm
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Quinn Tamm
Nease
Gandy

EX-22

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| 66-2554-758 |
| FEDERAL BUREAU OF INVESTIGATION |
| MAY 23 1944 |
| U. S. DEPARTMENT OF JUSTICE |

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RG:pb

THE DIRECTOR

May 9, 1944

THE EXECUTIVE CONFERENCE

Suggestion #4
Minnie S. Monti
Part-time Translator
Cleveland Office

Members present: Messrs. E. A. Tamm, Gurnea, Ladd, Hendon, Nichols, Carson, Coffey, Hince, Tracy and Glavin.

Employee suggests: That a small reference book collection be set up in each Divisional office to include such books as city and telephone directories of each town or city in the district covered by the Office, an up-to-date atlas, an encyclopedia, preferably the Encyclopedia Americana, dictionaries of various foreign languages involved in the district and the World Almanac. The collection should also contain, if possible, new and important books which Agents should read, such as Herbert Matthews' "Fruits of Fascism" or Carlson's "Under Cover." Mrs. Monti states that the books might be circulated among the Agents by an automatic charging system such as the one now used to keep track of the automobiles belonging to each office. She also suggests that there are some other special books which could be added as needed, such as the Almanacco Italiano, Statesman's Yearbook and some others which give general information about foreign countries.

Mrs. Monti who, as aforementioned, is a part-time Translator in the Cleveland Division, states that she is an Assistant in the Cleveland Public Library and during the time she has been employed at the Cleveland Division, she has received constant requests from the Agents for books and information which she has been able to supply from the Library. Although these books are available at the Library, the time involved in going over to consult them when information is wanted, is considerable. She further states that the Agents are very busy and if the books were at hand, a great deal of time could be saved.

RECOMMENDATION: Unfavorable - The Conference is opposed to the adoption of the suggestion since at the present time it would necessitate a large library in every Divisional office, many of the books would not be used for long periods of time and it would be necessary to continually add to the library if it were to be considered an up-to-date reference media. The Conference feels that

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/19/91 BY 3230/62

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the present procedure followed by Agents in the Cleveland Division in securing reference books from the Public Library is a more satisfactory procedure to follow at the present time.

Subject to the Director's approval, there is attached hereto a letter to Mrs. Monti concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

O.R.
H

Clyde Tolson, Chairman

H. D. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

WRG:pb

THE DIRECTOR

May 11, 1944

THE EXECUTIVE CONFERENCE

Members present: Messrs. E. A. Tamm, Hendon, Rosen, Mumford, Gurnea, Clegg, Acers, Nichols, Tracy, Ladd, Carson, Coffey and Glavin.

SAC Holloman suggested that the Atlanta Divisional Office be closed from 12:00 Midnight to 8:00 A.M. Holloman pointed out that during the week of April 16 through April 22, 1944, only five telephone calls were received and two teletypes. Two of the telephone calls were regarding complaints not of an urgent nature; one call, which was received at 5:00 A.M., related to the escape of two war prisoners; one was a press release; and another was from a screwball complainant. The teletypes were of no particularly urgent nature. Holloman does not feel that the business occurring to the Atlanta Division justifies its remaining open or justifies the employees assigned to those hours of duty.

The Conference, therefore, recommends that the Atlanta Office be given authority to close from 12:00 Midnight to 8:00 A.M. daily. For the Director's further information, the following offices in the continental United States now close from Midnight until 8:00 A.M. each day: Albany, Butte, Des Moines, Grand Rapids, Huntington, Jackson, Knoxville, Memphis, Omaha, Phoenix, Providence, Richmond, St. Paul, Sioux Falls, Springfield, Syracuse, Little Rock, Oklahoma City.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/19/94 BY SP5/ke

#323013

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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27 MAY 15 1944

MAY 18 1944

March 30, 1944

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/26/91 BY 3516
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THE DIRECTOR

The Executives Conference, with Messrs. Tolson, Ladd, Clegg, Glavin, Carson, Tracy, Quinn Tamm, Nichols, Coffey, Hince, Hendon, Acers and Mumford present, today considered and recommends for your approval the attached form letter designed to complete the files of Censorship with regard to the final disposition of matters referred to the FBI by it in which Censorship officials have advised that in each instance in which they refer to the FBI on their own initiative an intercepted communication on the theory that it might constitute a violation of the criminal provisions of the Censorship Laws, it records that fact in its files; that for the completion of its records it would like to be advised of the action taken and disposition made in these cases.

The officials of Censorship admit that they have no substantive reason to justify this request, but nevertheless they make it on the basis of having their files in a complete status. It appears obvious that Censorship desires this information for the purpose of building up a record for sometime in the future; however, the members of the Conference were of the opinion that the request cannot be refused with logic, that Censorship has a legitimate interest as would a police department which refers a possible violation to the FBI, and that therefore the information should be furnished.

There is attached for your approval a brief form letter which can be used for all such communications. You will note it has but three spaces: The first will be applicable in the vast majority of instances, since an examination of the communication will fail to reveal any basis for a charge of violation of the Censorship Laws; the second space, "prosecution declined", will constitute almost all of the rest of the submissions; and in those few in which there is actual prosecution a brief statement as to the outcome can be typed in.

Respectfully,
For the Conference

C. A. Tolson
Chairman

W. R. Glavin
Secretary

66-2554-
RECORDED & INDEXED
FEDERAL BUREAU OF INVESTIGATION
MAY 15 1944
U. S. DEPARTMENT OF JUSTICE
INITIALS OF ORIGINAL

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

Attachment

EX-28

MAY 22 1944

*I don't see reason
for this. It will
require a lot more paper
work & checking &
we are going to have
the periodical.*

ORIGINAL FILED IN 62-62736-

323:pb

THE DIRECTOR

May 8, 1944

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6/19/94 BY SP5C/bce
#323013

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Carson, Rosen, Mumford, Hendon, Nichols, Clegg, Hince, Coffey, Quinn Tamm, Tracy, Acers and Glavin, considered a memorandum submitted by Special Agent W. H. Whelan of the Administrative Division concerning the registration of American citizens presently residing outside the continental limits of the United States.

The Conference was advised that Mr. Whelan talked with Mr. Lee Hancock, the Clerk of Local Board Number 9, Washington, D. C., and was informed that Mr. Hancock had been appointed by National Headquarters as auditor for the world-wide registration of American citizens presently residing outside the continental limits of the United States. Hancock advised Whelan that there are approximately 20,000 such registrations, 7,500 of which gave previous street addresses in various parts of the United States and in those cases, the registrations were being referred to the appropriate local boards covering those addresses. Approximately 12,500 registrants had no previous address and are going to be arbitrarily assigned to Local Board Number 1, Washington, D. C., over which Mr. Hancock will have jurisdiction. Hancock pointed out to Whelan that he would be pleased to cooperate with the Bureau in any way in the utilization of these registrations, if the examination of any of the registrations would be of assistance to the Bureau in its investigative work.

Mr. Whelan pointed out that Hancock was particularly short of help and thought that there might be some way in which the Bureau could assist Hancock in preparing the necessary index cards on these registrations.

The Conference does not feel that these records would be of any particular value to the Bureau and further pointed out that clerical assistance would not be available to help prepare the index records for Mr. Hancock.

Should the Director agree, Special Agent Whelan will be appropriately advised.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Tolson
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/19/94 BY SP5C/bce

Respectfully,

RECORDED & INDEXED
45

Clyde Tolson, Chairman

DEPARTMENT OF JUSTICE

MAY 16 1944

W. R. Glavin, Secretary

ORIGINAL FILED

THE
THE EXECUTIVE CONFERENCE

5/11/44

AR/bw

AIRCRAFT STOWAWAYS

The Executive Conference, attended by Messrs. E. A. Tamm, Coffey, Glavin, Ladd, Nichols, Tracy, Hendon, Acers, Gurnea and Rosen, approved the attached Bureau Bulletin advising the field of the recent legislation making it an offense to stow away on aircraft moving in interstate commerce.

Respectfully,
For the Director

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

cc - Mr. Tolson

OK H.
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED
194

D
166-2554-2602
F B I
29 MAY 16 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/19/91 BY [signature]
#323013

186
MAY 16 1944

ENT:js

May 11, 1944

THE DIRECTOR

The Executive Conference, consisting of Messrs. Gurnea, Coffey, Hendon, Carson, Acers, Mumford and Tracy, considered a suggestion that a concentrated effort be made through the use of the FBI Police Bulletin and by the agents in the field through their talks to local officials to secure from official county and city agencies death notices.

It was pointed out to the Conference that if such death notices were received by the Bureau, it would enable the Identification Division to reduce the size of the active files by the removal of dead prints therefrom.

The Conference was unanimously of the opinion that such an effort should be made, and if you approve, the necessary steps will be taken to prepare articles for the Law Enforcement Bulletin and a bulletin to the field.

There is also transmitted herewith a letter addressed to the employee who made this suggestion.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Tolson
Mr. Clegg

156

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/19/01 BY [signature]

#323613

166-2554-2603
F B I
29 MAY 16 1944

WRG:pb

THE DIRECTOR

May 10, 1944

THE EXECUTIVE CONFERENCE

Suggestion #14

Employee: Edward J. Dowd
Special Agent
Cleveland

Members present: Messrs. E. A. Tamm, Hendon, Rosen, Mumford, Gurnea, Clegg, Acers, Nichols, Tracy, Ladd, Carson, Coffey and Glavin.

Employee suggests: That in order to give the employees in the field an opportunity to ^{take} advantage of the added daylight in the evenings during June, July, August and September and particularly on Saturdays, the field office hours be changed during that period to from 8:00 A.M. to 5:00 P.M.

RECOMMENDATION: Unfavorable - The Conference is opposed to the adoption of this suggestion, pointing out that the hours of duty of the various Divisional offices are set up to best take care of the business presently referred to those offices and it is not felt that there should be any change in office hours for personal convenience at this time.

Should the Director approve, the attached communication will go forward to Mr. Dowd concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6/26/91 BY [signature]
#323013

Clyde Tolson, Chairman

CC: Mr. Tolson
Mr. Clegg

W. R. Glavin, Secretary

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Vohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

176

166-2554-2604
F B I
29 MAY 16 1944

16 MAY 16 1944

THE DIRECTOR

5/18/44

THE EXECUTIVE CONFERENCE

AR/bw

CHANGE OF FRAUD AGAINST THE
GOVERNMENT SECTION OF THE MANUAL

ans

The Executive Conference, attended by Messrs.
Tolson, E. A. Tamm, Glavin, Tracy, Quinn Tamm, Coffey,
Carson, Nichols, Acers, Hendon, Clegg, Mumford and Rosen,
approved the attached changes in the section of the
Manual with reference to Fraud Against the Government
cases, incorporating the practices which have been fol-
lowed in connection with these cases.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/26/91 BY SP5/BCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson cc - Mr. Tolson
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____

Miss Gandy _____

RECORDED

INDEXED

166-2554-2605
F B I
29 MAY 16 1944

109

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186

3 MAY 16 1944

MEMORANDUM

THE DIRECTOR

MAY 8, 1944

EXECUTIVE CONFERENCE

Suggestion No. 21
Employee: Richard A. Look

The Executive Conference, consisting of Messrs. Rosen, Tracy, Clegg, Hendon, Carson, Coffey and Ladd, considered the suggestion of Mr. Richard A. Look that all leads submitted to the New York Field Division be routed to one squad, whose main function would be to cover leads for other field offices. Agent Look suggests that a squad be set up in the office, under a supervisor, with a tie-line to handle such incoming leads. He suggests that squads be assigned various specialized forms of investigations to such an extent that one or two men could handle common lead collectively and other squads handle other types of leads.

The Conference was unanimously opposed to Agent Look's suggestion on the ground that this would tend to further specialization and prevent Agents from obtaining a general investigative background.

If the Director concurs, a letter to Agent Look has been prepared so advising him.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

INDEXED
122

L. A. Glavin
Secretary

66-2554-2506
F B I
29 MAY 16 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/26/91 BY 8050/160

#323,013

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

WBS:pb

THE DIRECTOR

May 10, 1944

THE EXECUTIVE CONFERENCE

Sugg. #16

Employee: William A. Cochendet

Special Agent

San Francisco

Members present: Messrs. E. A. Tamm, Hendon, Rosen, Mumford, Clegg, Glegg, Moore, Nichols, Tracy, Ladd, Carson, Coffey and Glavin.

Employee suggests: That the Bureau give consideration to setting up a fund comparable to the Agents' Insurance Fund which would be an automobile accident insurance fund; that when our Agents are involved in automobile accidents and are sued by third parties, that such a fund could be drawn upon to pay any judgments or claims by the Government. This Agent feels that a yearly contribution of \$5.00 from each man for a few years would set up the fund and contributions could then be temporarily discontinued.

RECOMMENDATION: Unfavorable - The Conference is definitely opposed to the adoption of this suggestion since it does not appear that there would be any feasible method of placing it into operation and it probably would result in Agents being less careful than they are at the present time in the operation of Bureau owned automobiles.

Subject to the Director's approval, there is attached hereto a letter to Mr. Cochendet concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/26/81 BY SP-1/bee

#323013

Clyde Tolson, Chairman

W. A. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

INDEXED

79

100-234-2607
MAY 10 1944

ME:pb

THE DIRECTOR

May 12, 1944

THE EXECUTIVE CONFERENCE

Supp. 123

Employee: William F. Effertz
Cleveland

Members present: Messrs. E. A. Tamm, Hendon, Rosen, Mumford, Clegg, Egan, Ladd, Carson, Coffey and Glavin.

Employee suggests: That an extension be made of the usual 45 day period in which a Selective Service case becomes delinquent. He points out that at the present time, the 45 days have passed by the time the usual correspondence and police assignments have been completed and many times the case becomes delinquent before being assigned to the Special Agent.

The Conference is thoroughly aware of this fact and has considered this particular problem in the past and feels that there should be no different schedule of delinquencies set up for various investigative cases in the field service since if there were a stated delinquency period for one type of investigation and another delinquency period for another type of investigative case, there would be considerable confusion in arriving at a true delinquency in an office, with the result that such true delinquency figures would not be reported to the Bureau.

The Conference, therefore, is opposed to the adoption of this suggestion.

A communication to this effect is attached hereto, addressed to Special Agent Effertz.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/25/91 BY 3251/bee

#3234118

Respectfully submitted,
FOR THE CONFERENCE

RECORDED & INDEXED

Glyde Tolson, Chairman 66-2534-3698
IF IS N

20 MAY 16 1944

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Tolson
Mr. Clegg

WPC:AF

May 13, 1944

THE DIRECTOR

The Executive Conference on May 11, 1944, was advised that the Westchester County, New York, Sheriff's Office has been given an appropriation of \$500 for sound RECORDING equipment. The Sheriff has inquired whether his expert could call at the New York Office and discuss various kinds of sound equipment and sound recorders with the Agents of the New York Office. The Conference was informed that the Sheriff's Office has been cooperative.

It was the opinion of the Conference that the Sheriff's representative should not discuss this matter with Agents in the New York Office because this would in effect be an admission that the Bureau was using this equipment throughout the field and in the vicinity of New York. Rather, it is believed that the Sheriff should be advised that in the FBI Laboratory at Washington sound recording equipment is tested and is the subject of experimentation and that if he desires to have his representative visit the Bureau at Washington arrangements would be made for him to discuss such equipment here.

The Conference, consisting of Messrs. Acers, Carson, Clegg, Coffey, Gurnea, Hendon, Hince, Nichols, Q. Tamm, and Tracy, unanimously recommended this action.

Respectfully,
For the Conference

RECORDED

Clyde Tolson, Chairman
INDEXED

119

W. R. Glavin, Secretary

66-2554-2609
29 MAY 16 1944

cc-Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

MAY 17 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12/26/91 BY SP3/BCE/303013

WMA:KCH

THE DIRECTOR

MAY 12, 1944

EXECUTIVE CONFERENCE

Suggestion No. 111
Employee: SA Frank C. Wood

The Executive Conference, consisting of Messrs. Rosen, Tracy, Gurnea, Hendon, Carson, Coffey and Acers, considered the suggestion of SA Frank C. Wood that Section 110 (11) of the Manual of Rules and Regulations concerning Undeveloped Leads, which states "an auxiliary office may set out undeveloped leads in an R. U. C. report" be changed to make this statement mandatory. The Executive Conference felt that the present Manual wording is more accurate inasmuch as there may be no undeveloped leads to set out in a report which is being referred upon completion to the office of origin.

If the Director concurs, a letter thanking Agent Wood for his suggestion has been prepared.

Respectfully,
For the Conference

CC: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

Attachment

W. R. Glavin
Secretary

RECORDED
&
INDEXED

2610
F B I
29 MAY 16 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/26/81 BY SP5/BJE

#323013

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Harbo _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

LBN:HBM

THE DIRECTOR

May 13, 1944

EXECUTIVE CONFERENCE

2

The Executive Conference composed of Messrs. Tracy, Quinn Tamm, Hendon, Coffey, Acers, Hince, Clegg, Gurnea, Carson, Rosen, and Nichols considered SAC McSwain's suggestion that a memorial service be held in Washington once every two years in memory of those who died in the line of duty.

The Conference unanimously recommended against this. There would be difficulty in assembling the people, and after the war a memorial service for a group of 15 would be inconsequential against the groups of millions who might be casualties.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Tolson
Clegg

OK

RECORDED
&
INDEXED

165

W.R.

166-2554-2611
15 15 11
20 MAY 16 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 1/26/91 BY SP5/BJC
#323013

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

186
70 MAY 17 1944

LBN:HDM

THE DIRECTOR

May 13, 1944

L. B. NICHOLS

W
0
The Executive Conference consisting of Messrs. Tracy, Quinn Tamm, Hendon, Coffey, Acers, Hince, Clegg, Gurnea, Carson, Rosen, and Nichols considered the suggestion of SAC Ruggles to the effect that a master list of Agents qualified to handle firearms instruction, jiu jitsu, and allied subjects be compiled so that if a Field Office deems it appropriate it can request the services of an Agent in a nearby office.

The Conference opposed the suggestion on the basis that this is a matter that should be coordinated and handled from the Seat of Government. Furthermore, such a list would be obsolete the day after it was put out, and nothing would be accomplished by it.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc- Mr. Tolson
Mr. Clegg

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 12/26/91 BY SP5CJ/bcc
#323,013

166-2554-261
MAY 16 1944

70 MAY 1944

AM/bz

THE DIRECTOR

5/13/44

Executive Conference

~~REMOVED OFFICE CONTACTS BY INVESTIGATORS~~
~~FROM THE GENERAL ACCOUNTING OFFICE.~~

The Executive Conference, attended by Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Quinn Tamm, Coffey, Carson, Nichols, Acers, Hendon, Clegg, Mumford and Rosen, approved the bulletin restating previous instructions which allow the field offices to furnish information from the files of the FBI, as the agency designated by the President to correlate all intelligence data, to any branch of the Government engaged in the war effort which has legitimate interest in and right to have such data.

In accordance with this policy, General Accounting office investigators, if they inquire for information of a field office, are to be advised that such information must be requested through the Dept of Government.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Glavin
Secretary

Attachment

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

cc - Mr. Glavin

RECORDED

INDEXED

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/26/91 BY SP2CJH

#23,013

70 MAY 17 1944

URG:pb

THE DIRECTOR

May 13, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, Hendon, Rosen, Mumford, Gurnea, Clegg, Acers, Nichols, Tracy, Ladd, Carson, Coffey and Glavin, again considered a suggestion submitted by the San Diego Division to remove the siren buttons from the floor of Bureau automobiles and attach the siren buttons to the regular automobile horn. This matter was considered prior to this time by the Bureau under date of March 8, 1944 at which time the San Diego Office was advised that it was not felt that this change should be made. During the SAC Conference, Mr. Nathan again mentioned this matter to Mr. Glavin with the suggestion that it might be again considered.

Briefly, the suggestion was that consideration be given to a method of mounting the sirens on Bureau cars in such a manner that the control of the siren could be handled from the horn button through the use of a two-way toggle switch mounted on the dash of the car. When this small toggle switch is thrown in one position, the conventional horn button would operate, if thrown in the opposite direction, the horn button would operate the siren. It was pointed out that the San Diego Police Department is using such an arrangement with very satisfactory results, in the type of use where sirens are constantly needed to expedite the movement of emergency cars through traffic.

The suggestion also stated that this arrangement offered the advantage of economy, both as to cost of initial parts and cost of installation, greater freedom from mechanical injury and greater efficiency on the part of the driver of the car in the operation of the siren. It was pointed out, in close traffic, when the siren is most needed, the horn button could be used more easily than a foot-operated button without materially lessening the driver's control of the car; that it is more instinctive for the driver to reach for the horn button in case of the necessity for giving a warning signal than it is for him to attempt to locate a button control, which is very rarely used, with his foot and the operation of the button is further hampered by a guard which must be pushed aside before the siren can operate. (Note: With reference to the guard, it is a spring guard that when the foot is placed on the button, the guard can be very easily pushed back with the toe of the shoe.)

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Vohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED

109

166-2554-2614
F B I
29 MAY 16 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/28/01 BY SP5 JPC

#323013

MAY 17 1944

The San Diego Division further points out that the California Highway Patrol advises that the suggested method of installing sirens has been used in all cars placed in operation in the California Highway Patrol for the past four years and the experience of that organization has proved that the installation is simpler, less expensive, and gives the operator of the car a considerable advantage in operating his siren as compared to the old method where the siren button was mounted on the floor board since there is much less interference with the normal operation of the automobile.

The suggestion points out that it is not the intention to recommend that present installations be altered, but merely suggests that it be given consideration when new equipment is acquired and placed in operation.

It is noted that the Bureau is not authorized to purchase any additional automobile equipment other than that to replace worn out equipment and in no instance can any replacement be made before July 1, 1944. Such installations would, therefore, be few and far between at this time.

Further consideration was given to this particular matter and Special Agent Huston, who is in charge of automotive equipment in the Bureau, recommends against the change-over for the following reasons:

(1) There is a distinction between a Bureau car and a "Police" car. "Police" cars need to use their sirens quite frequently. The identity of the car is generally known, in most instances being labelled as such. An accidental blowing of the siren is of no particular consequence. The accidental sounding of a Bureau siren may result in a great deal of embarrassment to the Bureau. The accidental operation at an inopportune time may seriously handicap an entire investigation. The present method of installing Bureau sirens furnishes a double safety factor. The cut off switch must be in the right position and the siren guard pushed aside before the siren can blow. Due to these safeguards, accidental sounding of sirens has been kept at a minimum.

(2) Garage attendants tamper with switches. For the buttons on the dash panel of any car are not guarded with a cone of time or other by these attendants. Were the suggested system installed, it would necessitate every driver of a Bureau automobile closely scrutinizing the toggle switch before blowing the horn after every visit to a garage or parking lot.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

(3) The suggestion that the horn button make a siren more available as a warning device is not sound. Sirens start too slowly for use as warning devices. A horn makes noise instantaneously. Were the toggle switch in a position for using the horn button for a siren, the much needed horn could not be available.

(4) The suggested system does not permit operation of the siren by the rider. In most instances in which Agents are in need of a siren, it is customary for the riding Agent to operate the siren. This would be impractical and dangerous if the horn button were used as the siren button.

(5) Usually when sirens are in use, the driver is travelling at a rate in excess of what normal safety precautions would prescribe under similar traffic conditions. At such a time it is important that both hands be kept on the wheel. Contrary to the suggestion that the foot must be on the clutch in close traffic, the clutch of an automobile is not used until the car is practically at a dead stop. To be exact, it should not be depressed until the speed of a car is less than the idle speed which is approximately seven miles per hour.

(6) Of the 2300 automobiles presently in the Bureau, practically all have a standard form of siren installation. The only new cars will be replacements. To change the method of siren installation on a few cars would be unimportant insofar as improving the general condition of the field. It would on the other hand tend to confuse the employees who were not acquainted with the few isolated new type installations which would be made.

The Conference, therefore, recommends that no change be made in the Bureau's installation of siren switches at this time.

Should the Director approve, an appropriate memorandum will immediately go forward to the SAC of the San Diego Division concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

E. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Tolson
Mr. Clegg

THE DIRECTOR

5/11/44

THE EXECUTIVE CONFERENCE

AR/bw

MANUAL OF RULES AND REGULATIONS CHANGE
SECTION 20A (SECTION 469, Title 18, U.S.C.)

The Executive Conference, attended by Messrs. E. A. Tamm, Coffey, Glavin, Ladd, Nichols, Tracy, Hendon, Acers, Gurnea and Rosen, approved the transmittal of the memorandum reflecting a manual change concerning the Stowaway Statute, providing that if anyone stows away, he may be prosecuted even though he may not be found aboard ship. This provision is taken care of by the addition of the words "with intent to stow away," which phraseology was not included in the original statute, and therefore made it prohibitive to prosecute unless the individual was found aboard ship.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

OK.
H.

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/30/91 BY SP5CJ/bce
#323,13

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66-2554-2615
MAY 17 1944
RECEIVED-DIRECTOR
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March 24, 1944

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DATE 6/28/91 BY SP5CJ

THE DIRECTOR

SAC H. L. Sloan recommended the following changes in Bureau basic firearms training courses:

MACHINE GUN COURSE

The present course consists of 20 shots which are fired at a distance of 25 yards from the targets, within 20 seconds; the first 10 shots are fired single fire and the second 10 shots are fired full automatic in bursts of 2 to 4 shots at a time.

Recommended Change in Course: It was recommended that a new course be devised, requiring the firing of 40 rounds of ammunition; 10 shots are to be fired slow fire, one shot at a time, at a silhouette target at a distance of 50 yards; 20 shots are to be fired as at present from a distance of 25 yards, with 10 shots being slow fire and 10 shots in bursts; an additional 10 shots are to be fired from a position at hip level at the same target at a distance of 15 yards.

Reason for the Change: At present when the machine gun is not being used and before the firing begins, the stock of the gun is held on the outside of the forearm with the hand grasping the gun at the proper holder near the center of the weapon. It is now believed to be desirable for the gun to be held by an agent with the stock of the gun underneath his arm, as this is more natural and a more relaxed position and it can be held for a longer period of time. Then, if a quick shot is necessary, the agent can shoot from the hip position without having to bring the gun all the way to the shoulder, and the course, it is believed, will become more practical if these changes and additions are made. The firing at 50 yards is to provide training for a type of shooting that might properly be expected and no training is being given at this distance at this time.

SHOTGUN COURSE

The present course requires the firing of a total of 5 shots at 5 bobber targets which are placed at distances of 10, 15, 20, 30 and 40 yards from the shooter. The agent has two seconds from the time of command to raise his gun to the shoulder and hit target No. 1, 2, 3, 4 or 5, as indicated.

Recommended Change: First, SAC [redacted] recommended that the present procedure be continued and that, in addition, 5 shots are to be fired by each agent at targets 15 yards distance, the targets to be placed four feet apart and the shots will be fired from a hip-level position at the target by number [redacted].

Tolson _____
 A. Tamm _____
 Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 E. A. Tamm _____
 Carson _____
 Harbo _____
 Hendon _____
 Mumford _____
 Pennington _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

cc-Mr. L. J. Wilson
Mr. Clegg

INITIALS ON ORIGINAL

ORIGINAL FILED IN

Memo. for Director

called out in the command. This thus increases the number of shots with the shotgun in each shotgun practice course from 5 to a total of 10 shots and it is believed that this is more practical training with this type of weapon.

The firearms experts at Quantico recommended unanimously that these changes be made.

The Executives' Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Quinn Tamm, Tracy, Carson, Hendon, Mumford, Acers, Coffey and Clegg, recommended that the suggestions for both guns be adopted, providing it was found that ammunition could be obtained to meet the increased requirements. This matter had previously been referred to Mr. Baughman who had experimented with these suggested courses and he, too, approves the suggestions of Mr. Sloan.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ADDENDUM: Mr. William Blanchet, Governmental Division, War Production Board, informed on March 29, 1944, that the Bureau would be in a position to obtain the necessary .45 caliber and 12 gauge shotgun ammunition to take care of the new training program with the shotgun and the Thompson submachine gun.

WHO

66-2554-2616

APR 6 1945

APR 8 1945

APR 10 1945

APR 12 1945

May 15, 1944

SCM:DW

THE DIRECTOR

The program of agency management handled by the Bureau of the Budget was discussed by the members of the Executive Conference consisting of Messrs. Tamm, Glavin, Coffey, Ladd, Carson, Tracy, Hendon, Clegg, Hince and Gurnea. It was pointed out to the Conference that these representatives of the Bureau of the Budget made certain surveys in the Department which resulted in reorganization and elimination of duplicative functions in the Bureau of War Relocation and the Tax and Penalties Unit. It was pointed out that this group by invitation or otherwise may go into any Government Department to make such surveys to determine whether operations are being handled in an efficient manner.

The members of the Conference were agreed that constant attention must be given by Bureau officials to the work in their divisions in order to eliminate red tape and unnecessary and duplicative handling of work. It was agreed that each member of the Conference would give study to the possible existence of any red tape in his division with the view of further streamlining the Bureau's work. It was pointed out that a number of unnecessary functions had been eliminated during the past year or two and that the primary function of the Bureau's inspection service has this as its aim. The Conference agreed that all of these things were matters which must be handled individually by each division except when it is possible, as has been done in the past, for regular inspections to be made or special surveys instituted.

During their conference with members of the Department, representatives of the Budget Bureau particularly commented as an example of their successful recommendations that legal size cabinets and folders not be used for personnel files. The Bureau, of course, uses legal size cabinets for personnel and administrative files and also uses legal size file folders for personnel files.

It was pointed out to the Conference that the only possible advantage in the use of other than legal size cabinets and folders in personnel files would be a saving of space. If we used regular letter size cabinets only a total of 83 linear feet would be saved. The Conference unanimously agreed that this was not worth

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32 MAY 18 1944

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

MAY 19 1944

the other disadvantages. The only saving in money as a result of the difference in the size of the cabinets would be less than \$500, while the difference in the cost of 15,000 file folders would amount to but \$61.50. We presently have sufficient legal size file cabinets to handle any contemplated future expansion. It is possible to put more files in the legal size cabinets and they can be handled much more efficiently from day to day. In addition we are able to put bulky exhibits in the same file cabinets in which the files to which they relate are placed, which could not be done in the letter size cabinets because of their smaller size. Much of the material which goes into our personnel files such as censorship submissions and some correspondence is of legal size. There are numerous other advantages which make the use of the legal size folders and cabinets more efficient and as indicated any possible disadvantages are slight. The Conference was of the unanimous opinion that we should continue to use legal size cabinets for our files and the legal size folders for our personnel files.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. A. Glavin
Secretary

CC - Mr. Clegg

EX-117

THE DIRECTOR

MAY 17, 1944

EXECUTIVE CONTROL

Suggestion No. 65
Employee: SAC Scheidt

The Executive Conference, consisting of Messrs. Tracy, C. Tamm, Hendon, Coffey, Nichols, Hines, Clegg, Gurnea, Rosen, Glavin, and Acers, considered the suggestion of SAC Scheidt that two members of a law enforcement agency be permitted to attend the National Police Academy at the same time. This suggestion was submitted to the E.C. Conference; those in favor were Messrs. Hostetter, Scheidt and Entenrainer; all others were opposed.

The Executive Conference was unanimously opposed to the adoption of this suggestion at this time. The disadvantages listed by those opposed were as follows:

1. It might create a very undesirable condition when both return to the department at the same time.
2. It would not permit wide enough coverage of individual departments.
3. There would be a tendency on the part of some departments to send a good man and a friend of someone in the administration, which would place the Bureau in the position of making certain choices.

If the Director concurs, there will be no necessity for change in Bureau policy.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

E. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Hostetter _____
Mr. Mumford _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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DATE 6/28/91 BY [signature]

#323,13

70 MAY 19 1944

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May 15, 1944

THE DIRECTOR

The Executive Conference, consisting of Messrs. Clegg, Coffey, Glavin, Carson, Quinn Tamm, Mumford, Nichols, Rosen, Lince and Tracy, considered a suggestion of Special Agent Lynn F. Bedford that the Bureau indicate on all FBI criminal records whether a photograph of the subject is available at the Bureau; that this could be done by placing a symbol on the criminal record form or by stating on the form that a picture is available.

The Conference was unanimously of the opinion that the amount of work involved would be too great to justify the adoption of the suggestion; that to place such a notation on copies of criminal records being sent out would be a tremendous amount of work far exceeding any benefits that might be obtained therefrom.

If you agree, there is attached hereto a letter addressed to this agent thanking him for the suggestion.

Respectfully,
For the Conference

Clyde Tolson, Chairman

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Tolson
Mr. Clegg

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#323813

F. R. Clegg, Secretary

20 MAY 19 1944

MEMORANDUM

FBI DIRECTOR

MAY 16, 1944

OLE CURTIVE CONFERENCE

Suggestion No. 105

Employee: SA H. B. Valentine

The Executive Conference, consisting of Messrs. Tracy, Tamm, Tilden, Coffey, Nichols, Wingo, Clegg, Gurnea, Rosen, Carson, and Ladd, considered the suggestion of SA Herman B. Valentine that the Bureau hold a special kidnapping school in the near future. Agent Valentine stated that with the ending of the war a wave of kidnapping might again break out and with so many new Agents in the Bureau knowledge on their part of the proper procedure in the investigation of kidnapping cases as developed through experience would be beneficial.

The Conference was unanimously opposed to this on the grounds that present kidnappings do not justify such a school and if such a school were held, non-utilization of the training received would reduce its value at some future date.

If the Director concurs, a letter to Agent Valentine has been prepared so advising him.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

E. A. Glavin
Secretary

OK H
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Wingo
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mumford
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

103

20 MAY 19 1944

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DATE 6/28/91 BY SP7/bee

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MAY 18 1944

MEMO

THE DIRECTOR

MAY 17, 1944

EXECUTIVE CONFERENCE

Suggestion No. 59

Employee: SAC Hostetter

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DATE 6/28/91 BY SP5CJ/bce
#323913

The Executive Conference, consisting of Messrs. Tracy, C. Tamm, Hendon, Coffey, Nichols, Hince, Clegg, Gurnea, Rosen, Carson, and Acers, considered the suggestion of SAC Hostetter, which was made during the SAC Conference, that the Bureau, upon the recommendation of the SAC, establish a liaison between the Bureau and the police department in principal cities by the appointment of a Special Agent to these duties. It was further suggested that an effort be made not to transfer an Agent so assigned unless an unusual situation arose.

SAC Hostetter pointed out that it is not suggested that he be the only man to contact the police but that the Agent so appointed would actually carry on the public relations with the law enforcement agency with the SAC. Those in favor of the suggestion were Messrs. Hostetter, Eichen, Holloman and Schmidt; all others were opposed.

Disadvantages cited were:

1. In large departments one man cannot maintain contact alone.
2. It channels too narrowly the police contacts.
3. It constitutes an ultimatum from the field to the Bureau that they cannot transfer an Agent.
4. It would not obtain the same results because there might be some individuals in the police department, through jealousy or otherwise, who could not give one individual all the cooperation they could.
5. It would not give enough Agents experience in dealing with police departments.
6. Present arrangements are working out satisfactorily.
7. Contact with the police is the function of all Agents.
8. It is tantamount to placing "all our eggs in one basket."

The Executive Conference was unanimously opposed to the adoption of the suggestion.

If the Director concurs with the Executive Conference, there is no necessity for change in the present Bureau policy.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Eichen _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Hince _____
Mr. Jones _____
Mr. Mumford _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Tolson

Mr. Clegg

Respectfully,
For the Conference,

Clyde Tolson
Chairman

RECORDED

INDEXED

H. R. Glavin

Secretary

32 MAY 18 1944

DML:CSH

THE DIRECTOR

0 Executives Conference

May 17, 1944

Invitations received by
FBI Girls' Choir

The Executives Conference on May 16, 1944, attended by Messrs. Tolson, Tamm, Nichols, Coffey, Hendon, Q. Tamm, Acers, Gurnea and Ladd, considered the invitations received by the FBI Girls' Choir to sing on Saturday night, June 24, 1944, at the Washington Chapel, 16th and Columbia Road, and at the Foundry Methodist Church on some night in the near future (date not yet set).

The Conference was unanimously in favor of permitting the girls' choir to accept these invitations. If you approve, appropriate arrangements will be made for the appearance of the girls.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc Mr. Tamm

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DATE 6/28/91 BY 9501/bce

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144-254-2622

27 MAY 1944

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

70 MAY 19 1944

MWA:LRH

THE DIRECTOR

MAY 17, 1944

EXECUTIVE CONFERENCE

Suggestion No. 60
Employee: SAC Soucy

The Executive Conference, consisting of Messrs. Tracy, Q. Tamm, Hendon, Coffey, Nichols, Hince, Clegg, Gurnea, Rosen, Carson, and Acers, considered the suggestion of SAC Soucy that motion pictures be taken of the NPA graduation exercises and made available for purchase by individual graduates of the Academy.

Advantages cited:

1. It would be of great value to the Academy for showing at meetings when the graduates get back home.
2. It would give popularity to the National Police Academy.
3. It gives them something extra.

Disadvantages cited:

1. Expense.

SAC

All members of the Conference were in favor of the suggestion except Messrs. Conroy, Untreiner, Wland and Acers.

The Executive Conference was unanimously opposed on the grounds of the technical difficulties involved with respect to lighting and photography. It was felt that the confusion and added problems during the graduation exercises would more than offset any advantage received.

If the Director concurs with the Executive Conference, no further action is necessary.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 6/28/91 BY SP5CJ/bce
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W. R. Glavin
Secretary

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166-2554-2623
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27 MAY 19 1944

MAY 19 1944
(317)

DEL:CSH

THE DIRECTOR

EXECUTIVES CONFERENCE

May 17, 1944

The attention of the Executives Conference (Messrs. Tolson, Tamm, Nichols, Coffey, Hendon, C. Tamm, Acers, Gurnea and Ladd attending) was called on May 16, 1944 to the fact that on January 17, 1942 the Executives Conference had recommended that copies of messages furnished to the FBI by Censorship, which indicated no reasonable FBI interest, should be destroyed, in order that the Bureau files would not be cluttered up with useless material. It was pointed out to the conference that at the present time the volume of mail received from Censorship has been greatly reduced, but that, of course, there is still a certain amount received which would have comparatively little value in the Bureau files.

The Conference was unanimously of the opinion that the Bureau's present policy should be continued, i.e., that any ~~Censorship~~ intercepts which do not have any FBI interest should be destroyed, in line with the system presently in effect.

Respectfully,
For the Conference,

cc Mr. Tamm

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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DATE 9/30/91 BY *[Signature]*
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Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

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&
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139

Q. 10. A person is standing on a platform. A train is moving past him. The person on the platform sees the train moving. The person on the train sees the platform moving. Explain why.

67-25, 26, 27

17

11

WFA:MMH

THE DIRECTOR

MAY 16, 1944

EXECUTIVE CONFERENCE

Suggestion No. 103

Employee: SA Peter C. Levathes

The Executive Conference, consisting of Messrs. Tracy, C. Tamm, Hendon, Coffey, Nichols, Hince, Clegg, Gurnea, Rosen, Carson and Acers, considered the suggestion of SA Peter C. Levathes that for identification purposes the conventional " mug " photograph of Bureau subjects be supplemented by motion pictures. Agent Levathes suggests something in the nature of a " minute screen test " of subjects of those cases in which the Bureau may have some further interest.

For the Director's information, this suggestion has been made for a number of years. It is presently used to a limited extent by some law enforcement agencies. It is of temporary value but the real difficulty is in selecting those individuals in whom there is further interest. There is additional expense involved and the film, after several years, becomes distorted and in some cases useless.

The Conference was unanimously opposed to the suggestion. If the Director concurs, a letter to Agent Levathes has been prepared so advising him.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

Attachment

W. B. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Fox _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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DATE 6/28/91 BY SP5CJ/bce

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LBH:MDM

THE DIRECTOR

May 13, 1944

EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tracy, Quinn Tamm, Hendon, Coffey, Acers, Hince, Clegg, Curnea, Carson, Rosen and Nichols considered Mr. Patterson's observation on the filing of postal cards received from the Navy Department requesting that the Bureau remove from our active files fingerprints of certain named individuals connected with the Navy Department.

It was pointed out that the Navy Department started sending these forms to the Bureau in the late 1930's. We have some 3,000 on hand. The forms are received in the Identification Division and the information thereon posted on Identification Division records. When a wanted notice is withdrawn an appropriate notation is made and the card is then sent to the Records Section.

Mr. Tracy pointed out that the only value of these cards would be to check as to whether or not a wanted notice was correctly or incorrectly removed. The cards are sent to us in most instances in deserter cases. After the sailor has either been apprehended, voluntarily returns, or re-enters the Navy, Mr. Tracy pointed out that there had never been any need for reference to the cards.

All members of the Conference, with the exception of Mr. Coffey, recommended that after the cards had served their purpose they be destroyed, that it would always be possible to check back at the Navy Department, and their records would reflect whether or not a card was sent to the Bureau.

Mr. Coffey opposed the destruction of the cards on the basis that they were official communications and as official documents should be retained.

Respectfully,
For the Conference

RECORDED

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Clyde Tolson, Chairman

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

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DATE 6/28/91 BY SP5CJ/bce

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W. R. Glavin, Secretary

cc - Mr. Tolson

Mr. Clegg

EFC:AF

Sugg. No.

Employee: Agent Thomas G. Spencer
New York

May 13, 1944

MEMORANDUM FOR THE DIRECTOR

Members present: E. A. Tamm, Carson, Clegg, Coffey, Glavin, Gurnea, Hendon, Hince, Ladd, and Tracy.

Employee suggests: That as an additional identification factor for fire-arms issued to or owned by Bureau personnel, a test bullet be shot from each and maintained in a reference file in the Bureau's Laboratory. He feels that if a gun becomes lost or stolen and the serial numbers were filed therefrom, this would provide an adequate means of identification.

RECOMMENDATION: Unfavorable - Both Mr. Coffey and Mr. Baughman are opposed to the Agent's recommendation, pointing out that in addition to the tremendous amount of work involved, such a reference file would not be effective for the reason that the minute barrel characteristics left on a bullet change from time to time as the gun is fired and that with constant use in many instances it would be impossible to identify the gun. The Conference was unanimously opposed to the suggestion.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson
Chairman
RECORDED
& INDEXED

166-2554-2627
F B I
29 MAY 19 1944

W. R. Glavin
Secretary

cc-Mr. Tolson
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 6/28/91 BY [signature]
#333,013

WFA:JCH

THE DIRECTOR

MAY 8, 1944

EXECUTIVE CONFERENCE

Suggestions No. 18 and 20
Employees: Lillian M. Miedel
Lorraine C. Heiberg

The Executive Conference, consisting of Messrs. Rosen, Tracy, Curnea, Hendon, Carson, Coffey and Acers, considered the suggestions of Stenographers Lillian M. Miedel and Lorraine C. Heiberg that undeveloped leads and confidential sources of information, when both occur in one report be incorporated on one page instead of being typed on separate pages. Both point out the paper saving factor, a saving of stenographic time and the fact that in most instances only two or three lines appear on each sheet.

For the Director's information, the suggestion is impractical inasmuch as undeveloped leads are sent to the United States Attorney and the sheet containing the identity of the confidential sources of information is not. Neither the undeveloped leads nor the sheet setting forth the identity of the confidential sources of information are forwarded to other distribution points.

The Conference was unanimously opposed to the suggestion. If the Director concurs, letters to stenographers Lillian M. Miedel and Lorraine C. Heiberg have been prepared so advising them.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

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HEREIN IS UNCLASSIFIED

DATE 7/1/91 BY SP5/SC/1/SC
323813

W. R. Glavin
Secretary

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Miss Gandy

RECORDED
&
INDEXED

EX-38

66-2554-2628
FEDERAL BUREAU OF INVESTIGATION
MAY 19 1944
U. S. DEPARTMENT OF JUSTICE

MAY 29 1944

ORIGINAL COPY FILED IN 66-2554-1958

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THE DIRECTOR

MAY 16, 1944

0 EXECUTIVE CONFERENCE

Suggestion #2

Employee: SAC Abbaticchio

The Executive Conference, consisting of Messrs. Tracy, C. Tamm, Hendon, Coffey, Nichols, Egan, Clegg, Gurnea, Rosen, Carson, and Moore, considered SAC Abbaticchio's suggestion that the Bureau require field offices to hold two rather than three police conferences per year.

The Conference was unanimously opposed to the suggestion inasmuch as the police want frequent conferences, the conferences provide an opportunity for much needed instruction to the police and the police conferences have provided the most economical means for SAC contacts with law enforcement officers. The Executive Conference felt that the suggestion that the conferences be reduced to two per year was based upon a certain reluctance of the SAC's to get out of their offices and perform the necessary travel to develop their territory.

If the Director concurs with the Executive Conference, the number of conferences to be held each year will be three each year in accordance with present Bureau policy.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 1/1/91 BY SP5/BCE

#323015

Respectfully,
For the Conference

Glyde Tolson
Chairman

cc: Mr. Tolson
Mr. Clegg

E. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Egan _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
INDEXED

62-104-2627
FEDERAL BUREAU OF INVESTIGATION
MAY 19 1944
U. S. DEPARTMENT OF JUSTICE

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Charles

May 9, 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7/1/91 BY SP5R/1/6ce

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THE DIRECTOR

at serial 3 OK

66-16315-4

The Executive Conference, Messrs. E. A. Tamm, Ladd, Clegg, Nichols, Glavin, Rosen, Hendon, Rinco, Acers, Tracy, and Carson being present, considered a suggestion by SIS that the Bureau institute as a test the practice of microfilming of mail sent between the Seat of Government in Washington, D.C., and Mexico City (both ways) for a trial period of sixty days in the interest of determining whether this method of transmission of SIS mail can be worked out on a practicable basis for all of SIS.

It was pointed out to the Conference by Mr. Carson that a detailed study has been made by the FBI Laboratory concerning this matter at the request of SIS and that the Laboratory, as a result of such study, recommends that this mail be instituted for a trial period of sixty days. It was also pointed out to the Conference that the volume of SIS mail now being handled via diplomatic pouches is quite heavy and is increasing in volume. Most of our SIS mail travels via registered air pouch. There is no real security and safety with regard to these unaccompanied air pouches. It was pointed out to the Conference that the Bureau cannot at the present time send as much as five per cent of its total volume of SIS mail through the accompanied or so-called courier pouches because of the fact that we are strictly limited in amount and weight sent by this means, and our volume is far too heavy to send any appreciable quantity of our mail via courier pouch.

It was pointed out to the Conference that while the courier pouch is much more secure than the unaccompanied pouches, still the courier pouch is not absolutely secure and safe against being opened and rifled by unauthorized persons including representatives of foreign governments. There have been instances in this connection in which State Department couriers have lost their pouches on trips and have been unable to find them for a number of days. These couriers are in reality clerical employees and cannot ordinarily be relied upon as being absolutely infallible with regard to the delivery of their pouches. It was pointed out to the Conference that SIS is now organized and systematized in such a way that by opening a relatively few pouches a foreign power can obtain complete information with regard to the organization and procedure of our SIS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

By microfilming all correspondence and enclosures and then transmitting the exposed but undeveloped film in a sealed metal container by accompanied diplomatic pouch (the size and weight of the correspondence would be so drastically reduced by microfilming that all material could be sent by a courier pouch), it is believed that complete security would be obtained.

57 MAY 22 1944

By transmitting the film in an undeveloped state, it is highly unlikely that it would be tampered with and most improbable that such could be tampered with without the Bureau detecting same. The Laboratory has advised that there is a sufficient number of .35 millimeter film cans available at the Bureau in the Supply Section to take care of these shipments between Mexico City and the Seat of Government.

The camera to be used for the work, according to the Laboratory, is the Photorecord Camera, there being a sufficient quantity of these machines presently assigned to Mexico City and, of course, there are any number available at the Bureau. The film to be used is Kodak Microfilm of which the Bureau has an adequate supply. Upon receipt of the undeveloped film both in Mexico City and at headquarters in Washington, it will of course be necessary to appropriately develop the film and print same to 8" by 10" size in order that the material can be conveniently and properly filed.

The Laboratory after careful study has estimated that the total cost of placing this operation into effect with regard to all mail being transmitted between the Bureau and Mexico City, including the cost of materials and estimated personnel, and time utilized in the procedure, will not exceed \$17.00 per day. The Laboratory has also estimated that the delay or time consumed in micro-filming the material preparatory to its being transmitted should not exceed one hour per day for one employee at the Seat of Government, and further that the time consumed in exposing, developing, and printing the 8" by 10" enlargements upon receipt of the material would be approximately five hours for one employee per day. It is not believed that we can exactly estimate the time to be consumed in connection with this matter until the test is instituted, thus permitting an exact determination with regard to cost, time, etc.

RECOMMENDATION

The Conference unanimously recommends that the Bureau institute immediately the practice of microfilming of mail and material sent to Mexico City via pouch as well as all mail received from Mexico City in the same manner for a trial period of sixty days.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

L. R. Glavin
Secretary

TEL:OSH

THE DIRECTOR

Executives Conference

~~CONFIDENTIAL~~

May 17, 1944

Suggestion #39, made by
Special Agent Thomas H. Berry, of the
New York Office, re

☒ FOREIGN TRAVEL CONTROL INDEX CARDS ☒

The Executives Conference on May 16, 1944, attended by Messrs. Tolson, Tamm, Nichols, Coffey, Hendon, C. Tamm, Acers, Gurnea and Ladd, considered the following suggestion of Special Agent Thomas H. Berry of the New York Office:

Employee suggests that the index cards in connection with the foreign travel control program be stamped to show that the passenger arrived in New York on a certain date, via a certain vessel. He states that thereafter considerable time would be saved, since when they ran through these cards and found such a notation thereon this would eliminate the necessity for a file search. ☒

RECOMMENDATION: Unfavorable -- It was pointed out that this would be a needless amount of work, inasmuch as the same passenger, as a rule, enters only once and, therefore, the value of this stamp on these index cards would be negligible; that it would entail additional work in stamping the cards and inserting thereon the date and name of the vessel and, further, even though it were found that an individual had previously been cleared at the time of a prior entry, reliance could not be placed on this clearance, but a search would still have to be made of the files for any information which might have come into the field office subsequent to the original search at the time the passenger first arrived. The Conference was, therefore, unanimously opposed to this suggestion. ☒

In the event you approve there is attached hereto a letter to Special Agent Berry, thanking him for submitting this suggestion.

Respectfully,
For the Conference,

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HEREIN IS UNCLASSIFIED.

DATE 9/26/91 BY SP5C/psc
#328013

Clyde Tolson, Chairman

RECORDED
W. R. Glavin, Secretary
INDEXED

164-3-74-11
20 MAY 19 1944

Attachment

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Humphreys _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

cc Mr. Tamm

9/26/91
Classified by SP5C/psc
Declassify on: OADR
#328013

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WHERE SHOWN OTHERWISE.

~~CONFIDENTIAL~~

114:557

THE DIRECTOR

MAY 16, 1944

EXECUTIVE CONFERENCE

Suggestion No. 123

Employee: SA James T. Rasbury

The Executive Conference, consisting of Messrs. Rosen, Tracy, Gurnea, Hendon, Carson, Coffey, and Acers, considered the suggestion of SA James T. Rasbury that a space be provided on the file covers, which are used in the field for the Bureau file number. The Conference was unanimously opposed to the suggestion inasmuch as by far the majority of cases opened in the field have no Bureau file number. The requirement that the Bureau file number be placed on file covers in the field would constitute an additional administrative step which is deemed unnecessary inasmuch as the dictating Agent can obtain the Bureau file number immediately by glancing at a serial in the file. It was not felt that the benefit to be derived from placing the Bureau file number on field office files would justify the additional work required.

The Executive Conference did feel that the suggestion should be submitted to the SAC Conference. The SAC Conference was unanimously opposed.

No letter is being addressed to Mr. Rasbury inasmuch as he resigned on May 6, 1944.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

RECORDED

&

INDEXED

W. B. Glavin
Secretary

166-2554-
MAY 19 1944

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DATE 11/19/91 BY SP-1/bce
#323,013

- Tolson
- E. A. Tamm
- Clegg
- Coffey
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont
- Quinn Tamm
- Nease
- Gandy

WAT:IC

May 17, 1944

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/1/81 BY SP5C/bee
#323,013

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Clegg, Nichols, Moore, Coffey, C. Tamm, Carson and Glavin in attendance, considered the attached bulletin proposing the exercise of sound judgment in the initiation of the investigation of cases involving theft of government property, theft from interstate shipment and similar cases in which the value of the material involved in the theft is nominal. Mr. E. A. Tamm pointed out to the conference that reports have been received from the field involving investigations, the filing of complaints, the return of grand jury indictments and public trial of persons in such nominal offenses as the stealing of ten cents worth of potatoes. Mr. Tamm expressed the opinion that the prosecution of such cases would subject the Bureau to public ridicule and in addition constituted a waste of time on the part of trained, well-paid investigators. All members of the conference except Mr. Rosen were of the opinion that this bulletin should be issued in its present form. Mr. Rosen is opposed to the issuance of this bulletin. His views are as follows:

Over 50 per cent of our theft of government property and theft from interstate shipment statistics are in amounts under \$100 at the inception of the investigation. In some districts the U. S. Attorneys have been reluctant to entertain for prosecution cases of a nominal value. This has been true until recent months when the U. S. Attorneys have very definitely indicated a desire to prosecute the small cases inasmuch as substantial amounts have been recovered and and substantial convictions have been obtained following the handling of a small case.

As it now stands the Special Agents in Charge have been following the practice of presenting the nominal cases to the U. S. Attorney for his opinion relative to prosecution before engaging upon a detailed and exhaustive investigation, where the amount initially reported as being the subject of a theft is nominal.

RECORDED & INDEXED

In an item appearing in the San Francisco Examiner 1B 1X 16-2554-1144 dated 5/11/44, there appeared the statement of the court in pronouncing sentence, which related to a nominal theft. The words of the court are as follows:

"The value of the food articles stolen by you may not be great but it is a part of many thousands of dollars worth of supplies, en route to our men who are fighting overseas, and have been stolen along the waterfront in the last several months."

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Rosen further pointed out the following:

Our uninformed critics have from time to time seized upon the opportunity to criticize the Bureau in the event we refuse to handle violations within our jurisdiction where the amounts involved are petty. Fortunately we have successfully rebutted such assumptions because they were false. It has always been the Bureau's position to assume jurisdiction in every case wherein a Federal law is violated and authority to proceed lies within the Bureau. However, in a letter from the Seattle Office dated January 18, 1942, relating to the activity of the office of the Arpaet Marshal General, it is indicated that a similar case was by the Intelligence Officer of the Seattle Port of Embarkation in speaking with a Special Agent of this Bureau, that he recalled hearing specifically from representatives of his office from Los Angeles, New York, San Francisco, and Hampton Roads that it was useless to call the FBI on minor theft cases, because unless they launch big charges with resulting publicity the FBI would not bother with them. He pointed out that the Arpaet Marshal General Hampton Roads representative was especially unjustified in his criticism and pointed out that the FBI was uncooperating unless the investigate the case, wrap it up in collophane, and neatly lay it in the Bureau's lap. Of course the facts in this case are entirely inconsistent with this statement. To have in the Hampton Roads area, in Los Angeles, New York, and San Francisco, handled numerous cases involving small thefts, and the negative reply of the FBI was corrected. This is pointed out because of the possibility that we would perhaps subject ourselves to a great deal of criticism if we attempted to set any value or rule of aggravation or gravity of the offense prior to the time we intended to handle a particular matter which would technically be within our jurisdiction.

The saving feature in the procedure which we have followed has been that in every case our investigation, where the value is nominal, is conducted upon the express authority and instruction of the U. S. Attorney who will necessarily be called upon to present the case for prosecution.

It is notable that in no instance during the last 6 years have we been criticized for the conduct of an investigation in a case involving thefts of Government property or from interstate shipments, even though the value of the goods is rather small. On the contrary, we have been applauded for stopping out the widespread practice of certain types of defense workers in stealing irreplaceable tools and equipment. The reaction has been favorable because the public press has viewed our activity as a very definite deterrent to continued thefts, which is left unchecked by appropriate legal enforcement could expand into dangerous events.

Respectfully,
For the Conference

OK
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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

W. E. Glavin, Secretary

W. E. Tolson, Chairman

WVA:MMH

THE DIRECTOR

MAY 9, 1944

EXECUTIVE CONFERENCE

Suggestion No. 9

Employee: Gayle M. Spicer

The Executive Conference, consisting of Messrs. Rosen, Tracy, Burnea, Hendon, Carson, Coffey and Leers, considered the suggestion of Chief Clerk Gayle M. Spicer that the Bureau institute a program of physical training, similar to that in force during the summer of 1940, for clerical help as well as Special Agents with calisthenic periods made up to overcome physical faults of most office workers.

The Conference unanimously opposed the program due to the lack of facilities in all offices, the lack of qualified personnel to plan and supervise such a program and the feeling that such a program of physical training should be handled as an extra-curricular activity due to the comparative regularity of clerical employees' hours in the field and the availability of time outside office hours to participate in physical training or recreational sports.

If the Director approves, a letter thanking Miss Spicer and pointing out that the Bureau has no objection to participation in extra-curricular activities has been prepared.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/1/91 BY SP2CJ/bce
#32301/3

Clyde Tolson
Chairman

cc: Mr. Tolson
Mr. Clegg

E. A. Glavin
Secretary

RECORDED

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| 66-2554- |
| FEDERAL BUREAU OF INVESTIGATION |
| MAY 26 1944 |
| U. S. DEPT. OF JUSTICE |

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Hendon
Mr. Leers
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ORIGINAL FILED IN 66-2554-1

May 10, 1944

MEMORANDUM FOR THE DIRECTOR

Re: CHIEF CLERK'S TRAINING

As you know, the schedule for the training of Chief Clerk's duties at the Washington Field Office during the last week of the school. There are several of these clerks who have had extensive experience in Chief Clerk's work; therefore, such training would be of no particular benefit to them. Mr. Gurnea suggested that those employees, in addition to a sufficient number so as to make it possible to assign at least one to each country to which female employees are being assigned, receive added laboratory training with reference to chapering, seals, and other confidential procedure in connection with censorship matters. It was further suggested by Mr. Gurnea that Miss Irene Maloney, who has had extensive experience in this work, assist the laboratory technicians during these instructions.

The Executive Conference, consisting of Messrs. Quinn Tamm, London, Coffey, Nichols, Moore, Hince, Clegg, Gurnea, Rosen, Carson, and Tracy, unanimously agreed. Mr. Tracy suggested that this training be given to all employees being assigned to CH. In answer to Mr. Tracy's suggestion, Mr. Coffey pointed out that this work requires personal and individual instruction and that to teach the entire group would consume a considerable amount of time.

Respectfully,
For the Conference,

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

RECORDED
&
INDEXED

W. R. Glavin
Secretary

20 MAY 19 1944

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DATE 7/1/97 BY SP-6 KBC

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THE DIRECTOR

THE EXECUTIVE CONFERENCE

~~WHITE SLAVE TRAFFIC ACT SURVEYS~~

~~WHITE SLAVE TRAFFIC ACT SURVEYS~~

~~WHITE SLAVE TRAFFIC ACT SURVEYS~~

The Executive Conference, attended by Messrs. E. A. Tamm, Tolson, Glavin, Tracy, Quinn Tamm, Acers, Nichols, Hendon, Hines, Ladd, and Rosen, approved the Bureau Bulletin with reference to White Slave Traffic Act surveys near military and naval establishments, pointing out that these surveys should include information obtained as a result of the FBI's personal investigation, rather than the submission of reports by the American Social Hygiene Association.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/1/91 BY SP5/16ce
#3-23013

Clyde Tolson
Chairman

E. E. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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THE DIRECTOR

May 19, 1944

THE EXECUTIVE CONFERENCE

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The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Gurnea, Hendon, Nichols, Acers, Coffey, Quinn Tamm, Carson and Glavin, considered the desirability of establishing a regulation which would limit or altogether discontinue the approval of annual leave for employees of the Bureau to be taken after completion of In-Service training at Washington. It was pointed out to the Conference that in some instances SACs permit Agents and clerks, who undergo In-Service training in Washington, to take their full two weeks' annual leave upon the completion of In-Service training. In some instances, this leave is taken in Washington and in other instances, it is taken en route back to the headquarters city. In other instances SACs permit only limited leave or no leave at all, which would mean that in some instances an Agent who wishes to take leave on the East Coast and who is assigned on the West Coast might have to return to his office of assignment and then return, at his own expense, to the East Coast for necessary leave.

The Conference, after full consideration of this matter, does not feel that there should be any change in the present practice of permitting the Agent in Charge to approve two weeks' annual leave for Agents to be taken after the completion of In-Service training. It is pointed out that many times an Agent going into In-Service training has cleaned up all the work from his books or all assignments which have been made and to take leave immediately after completion of In-Service training benefits the Bureau.

The Conference, therefore, recommends against any change in the aforementioned policy.

Respectfully submitted,
FOR THE CONFERENCE

OK
H
Clyde Tolson, Chairman

E. R. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

RECORDED & INDEXED 166-2554-77-7
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/4/94 BY SP5C/16ce
#323013

MAY 2 1944

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THE DIRECTOR

May 17, 1944

EXECUTIVE CONFERENCE

The Executives' Conference considered the suggestion of SAC Haughten that recent Bureau instructions requiring the dual maintenance of sources of information cards and American Legion informant cards in Resident Agencies, as well as in the headquarters office, be amended to provide for the exercise of discretion on the part of the SAC as to whether such cards should be maintained in such Resident Agencies or not.

The Conference, those present being Messrs. E. A. Tamm, Glavin, Gurnea, Coffey, Nichols, Hendon, Tracy, Ladd, Rosen, and Acers, was uniformly opposed to the suggestion on the grounds that there would be no uniformity in the maintenance of such indices if it were discretionary with the SAC. It is felt that such cards should be available in the Resident Agents' Office where they can be used. If the Director concurs, there is no necessity for change of present Bureau policy.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/1/91 BY 3507/bee
#323093

cc - Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Bernick _____
Mr. Harbo _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED

66-2554-2128

52 MAY 22 1944

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THE DIRECTOR

May 17, 1944

EXECUTIVE CONFERENCE

SUGGESTION #75

The Executives' Conference considered SAC Morley's suggestion that daily reports be eliminated and replaced by Number 3 Register Cards which are presently utilized in field offices for recording the whereabouts of Agents working out of the headquarters city.

In the SAC Conference, SACs Morley, Murphy and Wilcox were in favor of the suggestion; all others were opposed.

The Executives' Conference, those present being Messrs. E. A. Tamm, Glavin, Curnea, Coffey, Nichols, Hendon, Tracy, Ladd, Rosen, and Acers, was unanimously opposed, feeling that the suggestion is impractical and that the card itself is too small. Were the suggestion approved, it would necessitate the use of several separate cards increasing the possibility of loss in transit and would create the necessity for additional filing of three cards instead of one. It was further pointed out that insufficient information would undoubtedly appear on the card, they would be more difficult to examine upon receipt in the field office, and they would be harder to use by the Agent.

If the Director concurs, there is no necessity for change in present Bureau policy.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

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DATE 7/1/91 BY SP5CJ/KSC
#323,013

Glyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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MAY 20 1944

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THE DIRECTOR

May 17, 1944

EXECUTIVE CONFERENCE

SUGGESTION #76

The Executives' Conference considered SAC Guerin's suggestion that the Bureau revert to the use of a night log form instead of using form #3 Register Cards as is now the practice. For the Director's information, when the night log was discontinued it was found that information was being duplicated and set forth both on form #3 Register Cards and in the night log. Further, in large offices the night or Sunday log became so unwieldy that it required considerable reading to ascertain the activities of any individual Agent.

In the SAC Conference, eight SACs were of the opinion that this would be a desirable practice; all others were opposed.

The Executives' Conference, those present being Messrs. E. A. Tamm, Glavin, Gurnea, Coffey, Nichols, Hendon, Tracy, Ladd, Rosen, and Acers, was unanimously opposed to the suggestion for the same reason that the night log was originally discontinued.

Respectfully,
FOR THE CONFERENCE

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DATE 11/21/91 BY SP5CJ/lee
#323013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Winterrowd _____
Mr. Harbo _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
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161-2554-
MAY 20 1944

MEMORANDUM

THE DIRECTOR

MAY 17, 1944

IN QUARTER COMMISSION

Suggestion No. 60

Employer: SAC Nichols

The Executive Conference, consisting of Messrs. Tracy, C. Tamm, Hendon, Coffey, Nichols, Eines, Glegg, Curran, Spach, Carson, and Nease, considered the suggestion of SAC Nichols, made at the Conference, that a prominent member of the law enforcement profession be selected to sit on the platform along with nationally outstanding figures during the graduation exercises of the National Academy. In favor of the suggestion were SAC's Fletcher, Eines, Conroy, Curran, Hood and Nichols; all other were opposed. The disadvantages cited were:

1. It would create jealousy on the part of those not invited.
2. There would be criticism of the expense necessary in bringing them to Washington.

The Executive Conference was unanimously opposed to the suggestion and felt that such a procedure would create jealousy and difficulty in far greater measure than any advantage which might result.

If the Director concurs, there is no necessity for change in present Bureau policy.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Glegg

Glyde Tolson
Chairman

V. B. Glavin
Secretary

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 11/19/91 BY SP-6/BC
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May 16, 1944

THE DIRECTOR

The Executive Conference, Messrs. Tracy, Hendon, Coffey, Nichols, Acers, Hince, Clegg, Carson, Gurnea, and Quinn Tamm being present, considered the suggestion submitted by Mr. R. C. Anderson of the Identification Division that the Personnel Office of the Identification Division as a service to the employees be permitted to sell American Express money orders.

It was pointed out to the Conference that the FBI Annex is located in a portion of the city where facilities for purchasing money orders either from a post office or express company or from a bank are not available and that those employees who are working the sixty hours find it difficult to obtain some means of paying bills or sending money home by money order. Consequently, it is recommended that the Personnel Office of the Identification Division sell money orders.

Contact has been made with the American Express Company and it was ascertained that it is not necessary to have an employee bonded in order to sell money orders and that the cost of an Express money order is approximately the same as that of a postal money order and that the small percentage of profit that is made by the agent selling the money orders could be turned over to the FBI.

The Conference was unanimously of the opinion that this would be an excellent service to render to the employees and recommends that the Personnel Office of the Identification Division be granted authority to sell American Express money orders.

Respectfully,
For the Conference

Clyde Tolson
Chairman

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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HEREIN IS UNCLASSIFIED

DATE 11/19/91 BY SP5CJ/16C

7-323013

22 MAY 22 1944

cc - Mr. H. H. Clegg

SECRET

MAY 1944

THE DIRECTOR

MAY 16, 1944

EXECUTIVE CONFERENCE

Suggestion No. 100

Employee: SA Maurice D. DuBois

The Executive Conference, consisting of Messrs. Tracy, C. Tamm, Hendon, Coffey, Nichols, Hince, Clegg, Gurnea, Rosen, Carson, and Acers, considered a suggested form for use with the photo-record camera submitted by SA Maurice D. DuBois.

For the Director's information, the form was reviewed by Mr. E. D. Donaldson, Instructor, who handles the training in the use of the photo-record camera and by representatives of the Photographic Section. Neither Mr. Donaldson nor the representatives of the Photographic Section could see any practical use in this form at the present time.

The Executive Conference was unanimously opposed to the adoption of the form inasmuch as it served no useful purpose.

If the Director concurs, a letter to SA DuBois has been prepared so advising him.

Respectfully,
For the Conference

Clyde Tolson
Chairman

cc: Mr. Tolson
Mr. Clegg

Attachment

E. D. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/1/91 BY SP5/jlc
#323,013

RECORDED
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166-2554-2222
JF
22 MAY 22 1944

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Jones _____
Mr. Keith _____
Mr. Lester _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

MEM:MLH

THE DIRECTOR

MAY 18, 1944

EXECUTIVE CONFERENCE

Suggestion No. 104

Employee: SA L. L. Laughlin

The Executive Conference, consisting of Messrs. Tracy, Quinn Tamm, Hendon, Coffey, Nichols, Hince, Clegg, Gurnea, Rosen, Carson and Acers, considered the suggestion SA Supervisor L. L. Laughlin that the personnel status report be amended to include the telephone number of the person to be notified in case of emergency. The Conference was of the unanimous opinion that this was an unnecessary requirement inasmuch as the Bureau has experienced no difficulty in this respect. Also, there is always the possibility of change of telephone number without notification to the employee.

If the Director concurs with the Conference, a letter has been prepared so advising Agent Laughlin.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

Attachment

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/1/91 BY SP5/whc
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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

URG:pb

THE DIRECTOR

May 19, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Curnea, Hendon, Nichols, Myers, Coffey, Quinn Tamm, Carson and Glavin, considered the desirability of the authorized certifying officers of the Bureau, namely, Hendon, Lee and Glavin, propounding questions direct to the Comptroller General when some question is raised concerning the legality of an expenditure of funds from the Bureau's appropriation.

It was pointed out to the Conference that on one occasion a communication had gone forward to the Comptroller General requesting a decision on a household good transfer matter, the request going forward to the Comptroller General under the Director's name. The Comptroller General, in his reply dated March 20, 1944, addressed to the authorized certifying officer, Robert E. Lee, states that: "Request by a certifying officer for an advance decision by the Comptroller General pursuant to the provisions of section 3 of the act of December 29, 1941, 55 Stat. 876, should be made by the officer himself rather than by some other person in his behalf."

The law in question reads as follows:

"SEC. 3. The liability of certifying officers or employees shall be enforced in the same manner and to the same extent as now provided by law with respect to enforcement of the liability of disbursing and other accountable officers; and they shall have the right to apply for and obtain a decision by the Comptroller General on any question of law involved in a payment on any vouchers presented to them for certification."

INDEXED RECORDED 66-2554-2145

It, therefore, appears that since all vouchers of the Bureau are certified by Bureau authorized certifying officers, as aforementioned in this memorandum, the Comptroller General is desirous of having any requests for Comptroller General decisions made direct by the authorized certifying officer rather than going through the Department of Justice proper. Up to the present time the policy which has been followed in securing Comptroller General decisions has been to have the Department, under the Administrative Assistant to the Attorney General or under the Attorney General's signature, request the decision from the Comptroller General. Glavin pointed out to the Conference that he felt it would be much more satisfactory if the Bureau's certifying officers, who are held responsible financially for certifications made by them, could directly question the Comptroller General regarding such opinions. It was pointed out that at times the problems as presented to the

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/19/91 BY SP/6ce 323013

Comptroller General by the Department are not always presented in the same manner that they could be presented if authorized certifying officers of the Bureau presented these problems to the Comptroller General for his decision.

The Conference feels, however, that before any policy be established in this matter a communication go forward to Mr. Lottrenberg, the Assistant to the Attorney General, for his concurrence in the establishment of such a policy, should the Director feel that it would be desirable to have such a policy established.

Should the Director approve, there is attached hereto an appropriate communication to Mr. Lottrenberg concerning this matter.

Respectfully submitted,
W. A. CLEVIN

Clyde Wilson, Chairman

W. A. Clevin, Secretary

Attachment

cc: Mr. Tolson
Mr. Clegg

THE DIRECTOR

AR/bw

5/19/44

THE EXECUTIVE CONFERENCE

The Executive Conference, attended by Messrs. E. A. Tamm, Tolson, Glavin, Tracy, Quinn Tamm, Acers, Nichols, Hendon, Hines, Gurnea, Ladd, and Rosen, approved the bulletin to the field pointing out that it is the responsibility of the Special Agents to determine whether a complaint is one concerning a "missing person" or an actual kidnapping. Too many cases have been begun on the theory that a kidnapping violation existed, when as a matter of fact it was merely a "missing person" case.

Respectfully,
For the Conference

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HEREIN IS UNCLASSIFIED

DATE 7/1/91 BY SP5CJ/162e
#323013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____ Mr. Tolson
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED

166-2554-2646
F B I
32 MAY 22 1944

1944

317

MEMORANDUM

THE DIRECTOR

MAY 17, 1918

EXECUTIVE CONFERENCE

Suggested by: BY
Employee: SAC Hood

The Executive Conference, consisting of Messrs. Tracy, E. Tamm, Hendon, Coffey, Nichols, Tamm, Clegg, Turner, Rosen, Carson, and Ladd, considered SAC Hood's suggestion that the War Service Certificate to be issued to Bureau employees at the conclusion of the war be signed by the President, as well as by the Director.

Advantages:

1. It would be an official recognition from not only the Bureau but the head of the Government of the value of the service of Bureau employees during the present war.
2. It would be a good morale builder.

Disadvantages:

1. He would not sign it.
2. It would be a printed signature.

All members of the SAC Conference were in favor of the suggestion except Messrs. Nathan and Pennington.

The Executive Conference was unanimously opposed to the suggestion.

If the Director concurs, there is no necessity for changing our Bureau ruling.

RECORDED & INDEXED 176

Respectfully,
For the Conference

176-176-176
MAY 22 1918

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Hendon
Mr. Pennington
Mr. Tamm
Mr. Turner
Mr. Carson
Mr. Glavin
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/81 BY SP-1/bee

MEMO

THE DIRECTOR

May 17, 1944

EXECUTIVE CONFERENCE

SUGGESTIONS #68 and #138

The Executives' Conference considered the suggestion made during both sessions of the SAC Conference that Section 11-3 (1) of the Manual of Rules and Regulations relating to undeveloped leads be amended to make it mandatory that the names of the city or cities where the investigation is to be conducted be specifically set out in the undeveloped leads. With the exception of Mr. Morris, the SACs were unanimously in favor of the suggestion.

The Conference considered the suggestion and Messrs. E. A. Tamm, Gurnea, Coffey, Nichols, Tracy, Ladd, and Rosen were opposed to making a Manual change on the grounds that this is already the existing practice despite the fact that the Manual does not specifically require it.

Messrs. Hendon and Acers were in favor of the suggestion, feeling that since it is agreed that this is a desirable practice, the Manual should be so worded as to specifically require it. Messrs. Hendon and Acers were in favor of the suggested wording set forth below prepared by a committee of SACs Dalton, Belmont, and Kramer and Mr. Carlson of the Training and Inspection Division:

"Undeveloped Leads shall be set forth on a separate page at the end of an Investigative Report and shall clearly indicate the nature of the investigation desired under the name of the office to which the lead is directed and the name of the city or cities where investigation is to be conducted. In exceptional cases when reference is made to any matters appearing in the details of the report, such as long lists of names or other information which should not logically be repeated in a lead, the specific page or pages of the report upon which it appears should be set forth."

RECORDED
For the Conference
INDEXED

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Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Tolson
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/87 BY 3501/lee
#23,013

MAY 23 1944

THE DIRECTOR

AR/bw

5/19/44

o EXECUTIVE CONFERENCE

The Executive Conference, attended by Messrs. E. A. Tamm, Tolson, Glavin, Tracy, Quinn Tamm, Acers, Nichols, Hendon, Hince, Gurnea, Ladd, and Rosen, approved the proposed bulletin advising the Field of the changes in instructions as to cases in which no Departmental approval must be secured by them prior to dismissal of indictments. This is informative for the field offices.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/91 BY 2501/bca

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
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166-2554-2649
F B I
32 MAY 22 1944

32 1944

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THE DIRECTOR

AR/dw

5/19/44

THE EXECUTIVE CONFERENCE

new
BENJAMIN SAKOVITZ, w.as., FUGITIVE,
I. O. #1548, et al; GEORGE W. ALBERTS,
VICTIM: Murder on the High Seas; UNLAWFUL
FLIGHT TO AVOID PROSECUTION.

The Executive Conference, attended by Messrs.
E. A. Tamm, Tolson, Glavin, Tracy, Quinn Tamm, Acers,
Nichols, Hendon, Hince, Gurnea, Ladd, and Rosen, approved
the letter to all Special Agents in Charge with reference to
the Bureau's investigation looking toward the apprehension of
Benjamin Sakovitz, a fugitive, the subject of Identification
Order #1548, who is being sought for a crime on the high seas.

This is the individual who escaped from the Army as he was
being removed from North Africa to be returned to the United States
where he was to be delivered to Federal authorities for this crime.
He has had numerous communist contacts, and it is pointed out that
the reliable informants of the Bureau should be contacted for in-
formation concerning his possible whereabouts inasmuch as it is
entirely possible he may be in the United States.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 9/26/97 BY SP5CJ/bc
#323013

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd Attachment
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson - Mr. Tolson
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED
89

166-2554-2650
35 MAY 23 1944

57 MAY 23 1944

May 17, 1944

EMPLOYEE: SPECIAL AGENT WILLIAM P. EFFERTZ
SUGGESTIONS #26 AND #27

1. Employee suggests: That a new type of sight be installed on the Model 81 Remington Rifle. Mr. H. L. Sloan, SAC of Firearms at Quantico, reviewed the suggestion and advises that this rifle is now equipped with the Lyman #41 rear peep sight. Other sights have been tested, including the Marble peep and the Rocky Mountain open sight. According to Mr. Sloan, there is no sight on the market today as adaptable to this rifle as the Lyman #41.

2. Employee suggests: That in ~~firearms~~ training held in the field the practice be encouraged that Agents be allowed to examine their targets after completing their shots from each of the various positions on the Practical Pistol Course. Mr. Sloan advises that this suggestion is not practical from the time standpoint and points out that this year the ammunition supply will permit a practice and record run on all Bureau courses. Consequently, it will tax the field to complete the training program in one day's time in the smaller offices. Mr. Sloan recommends against the adoption of this suggestion.

If the Director concurs with the Executives' Conference, a letter has been prepared so advising Agent Effertz.

Clyde Tolson
Chairman

W. R. Glavin
Secretary

DATE 7/1/81 BY SP-6/62
#353013

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Winterrowd _____
Mr. Harbo _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Tolson _____
Mr. Clegg _____

RECORDED
&
INDEXED

25 MAY 1964

MEMORANDUM

May 20, 1944

THE MEMORANDUM

The Executive Conference, consisting of Messrs. Tracy, E. Tamm, Landon, Coffey, Nichols, Hines, Clegg, Gurnea, Rosen, Carson, and Leary, considered the suggestion of Mr. Holloman that field offices be permitted to file stop notices and proposed notices with Motor Vehicle License Bureau and Motor Vehicle Registration Bureau in other field divisions without waiting and an undevolved lead or covering the matter by letter to the field division wherein the license or registration bureau is located.

For the Director's information, the Bureau has authorized field offices to obtain information even though the agencies are located in other field divisions; however, authority has not been granted to place stop notices directly with the organization. This suggestion was submitted to the current inspection staff. In favor of obtaining the information directly were Messrs. Brantley, Clegg, Harbo, Hines, and Schickel; opposed were Messrs. Connolly, Egan, Gurnea and Leary. The following objections were given:

1. In order to maintain proper contacts, the field office covering the territory in which the license or registration bureau is located should place the stop notice.
2. If the stop notice proved effective, the nearest field office would not be advised but the field office placing the stop would be advised, thereby, causing a delay in transmission of the information.
3. There might be a tendency to place too many wanted or stop notices in another field office territory.
4. Confusion would result in notification.
5. It would lead to administrative confusion.

The Conference has unanimously opposed to the suggestion.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/1/91 BY SP-5 C/L/SC

#323,013

RECORDED
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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____


6-2 MAY 20 1944


If the Director concurs, a letter to SAC Holloman has been prepared so advising him.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman


W. R. Glavin
Secretary



LEW:DE

THE DIRECTOR

May 20, 1944

EXECUTIVE CONFERENCE

The Executive Conference composed of Messrs. Tolson, Ladd, Clegg, Glavin, Nichols, Tracy, Glavin and Nichols considered Mr. Nichols' recommendation that the radio site on the outskirts of San Francisco be abandoned. Several months ago the radio station was moved into our office in San Francisco. We kept the site however pending determination where there would be any interference from the FBI radio. SAC Pieper has advised that because of the remote location the property is being damaged by local children and would be expensive to maintain. FBI reports no interference from Bureau transmitter.

The Conference unanimously recommended that the site be relinquished. A teletype was dispatched to SAC Pieper.

Respectfully,
for the Conference

Clyde Tolson, Chairman

W. L. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/19/91 BY SP5CJ/bce
#323812

cc: Tolson
cc: Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

INDEXED

66-2224-2003

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hmc:mw

May 15, 1944

THE DIRECTOR

The Executives' Conference, consisting of Messrs. E. A. Tamm, Coffey, Tracy, Nichols, Rosen, Glavin, Mumford, Carson, Hince, Gurnea, Hendon, Hince, Acers, and Clegg, considered the fact that the present requirement is that there be sent to the Bureau an original and one copy of personnel status reports. It has been discovered that there is no use being made of the copy, and the original suffices. If approved, the attached memorandum calls for a Manual change requiring only the original.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Tolson
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/1/91 BY 3958/bcc
323013

RECORDED
&
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66-154-215
15 24
32 MAY 22 1944

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

EPC:AF

May 20, 1944

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/26/91 BY SP5CJ/bce

MEMORANDUM FOR THE DIRECTOR

The Executive Conference on May 16, 1944, was advised by Mr. Coffey that Agents and Special Agents in Charge have recently made a number of inquiries concerning the Bureau's policies with regard to the use of the lie detector. It was Mr. Coffey's suggestion that a bulletin be prepared at this time setting forth these policies and submitted to the field.

The Conference was of the opinion that instead of sending a bulletin or an SACs letter, the policies should be discussed orally with the Agents during In-Service Training.

The policies recommended are as follows:

1. The Bureau considers the polygraph in the experimental stage and uses it only as such.
2. Experiments with the polygraph will be conducted on selected cases where it would appear that no adverse publicity will result and where the subjects of the case are cooperative. This will be done only when the traveling cost is not excessive, usually at points east of the Mississippi River.
3. No reference to the use of the polygraph shall be included in the regular investigative reports. The files will properly reflect the same by containing the Bureau's Laboratory report which is sent out after the polygraph experiment.
4. United States Attorneys, in cases which will be prosecuted, should be orally acquainted with the fact that the polygraph was used so that they will not be unaware of this situation in the courtroom. At the same time, the fact that such procedure was experimental only should be pointed out to the United States Attorney so that he will not attempt to utilize such as evidence or make unusual reference to it.

The Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Hendon, Nichols, Asers, Coffey, Q. Tamm, Carson, and Glavin, recommended that these policies be outlined in the In-Service Training by Laboratory instructors.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Clegg

Clyde Tolson, Chairman

W. R. Glavin, Secretary

THE DIRECTOR

AR/bw

5/19/44

THE EXECUTIVE CONFERENCE

COURT OF CLAIMS MATTER INVOLVING
THE ESTATE OF JOHANN FRIEDRICH HACKFELD

The Executive Conference, attended by Messrs. E. A. Tamm, Tolson, Glavin, Tracy, Quinn Tamm, Acers, Nichols, Hendon, Hince, Gurnea, Ladd, and Rosen, approved the recommendation that the Bureau claim a savings of \$3,000,000.00 in the case involving the estate of Johann Friedrich Hackfeld, Court of Claims Matter.

The estate in question was taken over by the Alien Property Custodian during the last war. Since then the estate has been the subject of constant litigation with reference to the disposition of the property so taken over by the Alien Property Custodian. The heirs of the estate and the Government have filed claims and counterclaims with reference to the disposition of the sizeable estate.

In brief, the claimant was willing to settle the matter for \$3,000,000.00. He had originally claimed that the estate was worth at least \$30,000,000.00, and that his proportionate share was \$7,500,000.

The entire question concerned the citizenship status of the claimant, Hackfeld. The court's decision and the opinion are replete with references to the work performed by Special Agents of the FBI who determined that representations made by the claimant to the Alien Property Custodian, the State Department, and the Court of Claims were false. The FBI established that the claimant, Hackfeld, was not a citizen of the United States, but was as a matter of fact a German alien. Upon the basis of the FBI's investigation the compromise agreement of \$3,000,000.00 was set aside. This resulted in a savings of \$3,000,000.00 to the Government.

The Conference unanimously recommended that the Bureau claim this sum as a savings effected as a result of investigation conducted by the FBI.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/26/91 BY SPIC/pe

U. R. Glavin
Secretary

Clyde Tolson
Chairman

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Harbo
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Tolson

Respectfully,
For the Conference

166-2554-2656
MAY 23 1944

57 MAY 24 1944

LAH:LMK

May 22, 1944

THE DIRECTOR

RE: ATTENDANCE OF GRAND FORKS, NORTH DAKOTA,
POLICE OFFICER AT FBI NATIONAL ACADEMY

The Executives' Conference considered the urgent recommendation of SAC Hanni that the Grand Forks, North Dakota, police department be permitted to send a police officer to attend the next session of the FBI National Academy.

The newly elected mayor, the city commissioners, and the Civil Service Commission are anxious to do this.

RECOMMENDATION: The Executives' Conference recommended that, although the list has been closed, Mr. Hanni be advised that the Grand Forks police would be considered if a vacancy arose.

Attached is a teletype to Mr. Hanni, if approved.

Those present were: Messrs. Tolson, Glavin, Tracy, Quinn Tamm, E. A. Tamm, Carson, Nichols, Acers, Hendon, Ladd, Gurnea, Rosen and Hince.

Respectfully,

FOR THE CONFERENCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen ccc: Mr. Tolson
Mr. Tracy Mr. Clegg
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson,
Chairman
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W. R. Glavin,
Secretary.

166-2554-2657
F B I
23 MAY 23 1944

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY SP-1/100

57 MAY 24 1944

WR3:pb

THE DIRECTOR

May 13, 1944

THE EXECUTIVE CONFERENCE

Sugg. #24

Employee: William F. Effertz
Cleveland

Members present: Messrs. E. A. Tamm, Hendon, Rosen, Mumford, Curnea, Clegg, Acers, Nichols, Tracy, Ladd, Carson, Coffey and Glavin.

Employee suggests: That all blackout equipment be removed from Bureau cars. He pointed out that the equipment is quite conspicuous and he believes it is no longer of any possible practical significance. The Conference points out that standing instructions in the field are that the use of blackout equipment is within the jurisdiction of the SAC and the SACs have been advised from time to time that if, in their opinion, the equipment is not needed in Bureau owned cars or in the field office space, that the Bureau concurs in the decision of the SAC as to the use or non-use of this equipment.

A communication to this effect is attached hereto, addressed to Special Agent Effertz.

Respectfully submitted,
FOR THE CONFERENCE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/30/91 BY SP-1/bce

Clyde Tolson, Chairman

W. E. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

RECORDED
&
INDEXED

66-2551-212
MAY 23 1944
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ENCLOSURE

ORIGINAL COPY FILED IN

HHC:HD

THE DIRECTOR

April 29, 1944

H.H. CLEGG

0
The Executives' Conference unanimously approved the attached list of 80 law enforcement organizations to be represented at the 26th and 27th Sessions of the FBI National Academy which begins July 24, 1944.

The Conference also unanimously approved the attached list of 25 alternates.

ACTION TO BE TAKEN: If approved, appropriate investigations will be initiated immediately.

Those present at the Conference were: Messrs. Hendon, Glavin, Q. Tamm, Tracy, Acers, Mumford, Ladd, Nichols, Carson, Rosen, Coffey and Hince.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

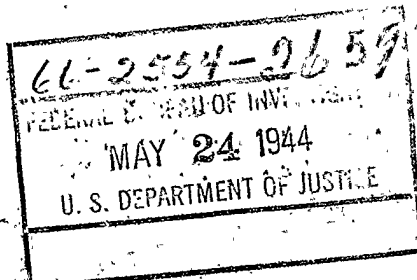
#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY SP/CE/BA

W. R. Glavin
Secretary

CC. Mr. Tolson
Mr. Clegg

RECORDED
&
INDEXED

EX-28



Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

1-ENCL.

ORIGINAL COPY FILED IN 1-4-6143

SUGGESTED LIST FOR 26TH AND 27TH SESSIONS NPA

1. Moultrie, Georgia, Police Department
2. Marietta, Georgia, Police Department
3. Maryland State Police
4. Hagerstown, Maryland, Police Department
5. Gardner, Massachusetts, Police Department
6. Springfield, Massachusetts, Police Department
7. Maine State Police
8. Belfast, Maine, Waldo County, Sheriff's Office
9. Livingston County, New York, Sheriff's Office
10. Livingston, Montana, Police Department
11. Statesville, North Carolina, Police Department
12. Wilson, North Carolina, Police Department
13. Woodstock, Illinois, Police Department
14. Illinois State Maintenance Police
15. Waukegan, Illinois, Police Department
16. Skokie, Illinois, Police Department
17. Jo Daviess County, Illinois, Sheriff's Office
18. Chicago Heights, Illinois, Police Department
19. Perrysburg, Ohio, Police Department
20. Canton, Ohio, Police Department
21. Toledo, Ohio, Police Department
22. Akron, Ohio, Police Department
23. Council Bluffs, Iowa, Police Department
24. Belleville, Michigan, Police Department
25. Wayne County, Michigan, Sheriff's Office
26. Ypsilanti, Michigan, Police Department
27. Port Huron, Michigan, Police Department
28. Houston, Texas, Police Department
29. Ohio County, West Virginia, Sheriff's Office
30. Laurel, Mississippi, Police Department
31. Tupelo, Mississippi, Police Department
32. Hattiesburg, Mississippi, Police Department
33. Lacrosse, Kansas, Sheriff's Office
34. Johnson City, Tennessee, Police Department
35. Wisconsin Rapids, Wisconsin, Police Department
36. Wisconsin State Traffic Police
37. Irvington, New Jersey, Police Department
38. Manville, New Jersey, Police Department
39. Chatham, New Jersey, Police Department
40. Waterbury, Connecticut, Police Department
41. Stamford, Connecticut, Police Department
42. Greenwich, Connecticut, Police Department
43. Donaldsonville, Louisiana, Sheriff's Office
44. New Roads, Louisiana, Sheriff's Office
45. Williamsburg, Virginia, Police Department
46. Tulsa, Oklahoma, Police Department
47. York, Pennsylvania, Police Department
48. Donora, Pennsylvania, Police Department
49. Connellsville, Pennsylvania, Police Department
50. Newport, Rhode Island, Police Department

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY SP5C/bc

66-2557-2657
ENCLOSURE

51. Bluefield, Virginia, Police Department
52. Cape Girardeau, Missouri, Police Department
53. Salt Lake City, Utah, Police Department
54. Washoe County, Reno, Nevada, Sheriff's Office
55. Santa Rosa, California, Police Department
56. San Rafael, California, Police Department
57. Tacoma, Washington, Police Department
58. Everett, Washington, Police Department
59. Kelso, Washington, Police Department
60. Saratoga Springs, New York, Police Department
61. Troy, New York, Police Department
62. Fairbanks, Alaska, Police Department
63. Wilmington, Delaware, Police Department
64. Baltimore, Maryland, Police Department
65. Rochester, New York, Police Department
66. Edenton, North Carolina, Police Department
67. Spencer, Iowa, Police Department
68. Estherville, Iowa, Police Department
69. Iowa City, Iowa, Police Department
70. Saint Clair Shores, Michigan, Police Department
71. Dearborn, Michigan, Police Department
72. Michigan State Police
73. West Virginia State Police
74. Newark, New Jersey, Police Department
75. Bridgeton, New Jersey, Police Department
76. New York City, New York, Police Department
77. Yonkers, New York, Police Department
78. Norfolk, Virginia, Police Department
79. Darien, Connecticut, Police Department
80. Berrien County, Michigan, Sheriff's Office

ALTERNATES

1. Huntington, West Virginia, Police Department
2. Grant County, Arkansas, Sheriff's Office
3. Santa Monica, California, Police Department
4. Red Willow County, Nebraska, Sheriff's Office
5. Granite City, Illinois, Police Department
6. Chenango County, New York, Sheriff's Office
7. Oswego, New York, Police Department
8. New Westminster, British Columbia, Canada, Police Department
9. St. Charles, Missouri, Police Department
10. University City, Missouri, Police Department
11. Maplewood, Missouri, Police Department
12. Danville, Virginia, Police Department
13. Nansemond County, Virginia, Sheriff's Office
14. North Pelham, New York, Police Department
15. Alexandria, Louisiana, Sheriff's Office
16. Hillside, New Jersey, Police Department
17. Montclair, New Jersey, Police Department
18. Linden, New Jersey, Police Department
19. Racine, Wisconsin, Police Department
20. Madison, Wisconsin, Police Department

21. Grand Rapids, Michigan, Police Department
22. Steuben County, New York, Sheriff's Office
23. Pleasantville, New Jersey, Police Department
24. Woodbridge, New Jersey, Police Department
25. Rock Island, Illinois, Police Department

LBN:mjm

The Director

May 5, 1944

The Executive Conference

The Executive Conference, consisting of Messrs. Tolson, Hendon, Rosen, Mumford, Gurnea, Glegg, Acers, Ladd, Carson, Coffey, Glavin, Tracy, and Nichols, considered the recommendation of Mr. Nichols that current security safety regulations be changed to permit one technician to function on a shift at a time at Waldorf with the installation of new safety equipment and in view of the current manpower shortage.

For the Director's information, we previously required that two technicians be on duty on every shift in order that if one of the technicians were electrocuted, the other one would be on hand to pull the switch. Subsequently, this requirement was modified to provide for one technician and one employee.

It was pointed out to the Conference that one of the first dangers that existed previously was in changing the antennas. Formerly, the antennas were changed mainly by plugging in the transmitter to the antenna. The chief danger was found to be in the fact that a large voltage could be carried in the wires and when touched could subject the operator to a severe shock. However, new safety equipment has been installed whereby it is possible now to change antennas with the flick of a switch, which doesn't necessitate plugging in transmitters manually.

For this reason, the Conference recommends that the old regulations be abandoned and that one technician be permitted to function during a shift without assistance.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

E. R. Glavin, Secretary

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

#323813
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/26/91 BY 37500/1000

CC Mr. Tolson
Mr. Glegg

RECORDED
&
INDEXED

66-254-2660

52:pb

THE DIRECTOR

May 22, 1946

THE EXECUTIVE CONFERENCE

Suggestion #96

Employee: SAC Fletcher
Cleveland Division

Members present: Messrs. Tolson, E. A. Tamm, Clegg,
Ladd, Gurnea, Acers, Nichols, Carson, Coffey, Tracy and Glavin.

Employee suggests: That in connection with the files
on plant informants, that these cases be eliminated from the Monthly
Administrative Report and that they be placed on an Administrative
tickler on a quarterly basis.

Messrs. Fletcher, Gurnea and Kitchin, of the first
SAC School, voted for the adoption of this suggestion. All other
SACs attending that session of the SAC Conference voted against the
suggestion.

It is pointed out by the Conference that such cases demand
Agents' work time and it is felt that since such is the case, these
cases should be reflected on the Monthly Administrative Report.

Glavin suggested to the Conference that at the time the
next Field Administrative Report is submitted, there be also sub-
mitted for the Bureau's attention a statement reflecting the break-
up of pending cases in the various field divisions. At the present
time there are just two major break-ups, one showing the regular
investigative work pending and another figure showing National Defense
work pending but no figure on internal security work which is pending.
It is felt that the Bureau should have this information at reasonable
intervals so that we can better determine the needs of various
divisional offices.

The Conference is in full agreement with Glavin and subject
to the Director's approval, there is attached hereto a suggested
form letter to all SACs concerning this matter.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/94 BY 3952/SPB

Respectfully submitted,
FOR THE CLERK

66-2554-111
Clyde Tolson, Chairman

E. S. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Tolson
Mr. Clegg

WRC:AD

THE DIRECTOR

MAY 23, 1944

THE EXECUTIVE CONFERENCE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY SP-1/bee

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Coffey, Hendon, Tracy, Acers, Rosen, Nichols, Quinn Tamm, Ladd, Eines and Glavin, considered a suggestion submitted by Mr. Clegg that the Bureau review accidents involving Bureau cars which would cost approximately \$1,000. Mr. Clegg points out that when this matter was last considered, it was disapproved since there was no need for the survey in view of the very limited expense to the Bureau involved in Bureau accidents.

Mr. Clegg points out that the fact still remains that we lost at least two lives last year in traffic accidents involving Bureau cars and there are between 400 and 500 accidents per year at our present rate, and in proposing the survey we went to some trouble to establish a system of coding data regarding accidents on punch cards so that they might be coded into any desired category. The system was set up and it is now suggested that instead of making a survey of each accident, which would cost some money and take some time, a record on punch cards of future accidents, beginning July 1, 1944, be made. Mr. Clegg points out that to code the characteristics of each Bureau accident on a punch card, using the available coding system which has already been devised, would cost only a few cents per accident and would take only a few minutes by a clerk in Mr. Harbo's section, that the expenditure of just a few hours of time during the fiscal year 1945, would make available any and all types of information and statistics with respect to Bureau accidents which cannot now be obtained from the existing files and which are necessary to an intelligent consideration of our traffic accident problems, including causes and correction.

Mr. Glavin in presenting this matter to the Conference pointed out that he disagrees entirely with the comment that we cannot now obtain data and statistics in accidents. He points out that we can obtain such data. We have a record of every accident, Agent involved, how many times one particular car has been involved, how many times a particular Agent has been involved, cost to the Bureau, amount of damages, personal injuries, etc., and he feels that in view of the fact that the cost of automobile accidents is not a major problem in so far as the Bureau's work is concerned, no additional systems should be set up which at the present time may not require any additional personnel but which may in the future require additional systems, equipment, and personnel.

The Conference with the exception of Messrs. Acers and Eines is opposed to the setting up of any punch card system on automobile accidents, the majority of the Conference feeling that the records now maintained serve every necessary purpose for information desired by the Bureau.

CC: Mr. Tolson

Respectfully submitted, FOR THE CONFERENCE

Glavin, Chairman

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

MEMO

THE DIRECTOR

MAY 24, 1944

EXECUTIVE CONFERENCE

Suggestion No. 62
Employee: SAC McKee

The Executive Conference, consisting of Messrs. Tracy, C. Tamm, Hendon, Coffey, Nichols, Hince, Clegg, Curran, Rosen, Carson, and Acers, considered the suggestion of SAC McKee, which was submitted during the SAC Conference, that in connection with the present Bureau policy that Agents not be maintained on one type of work for a period greater than six months, the field be authorized to establish and maintain a card index file on Agent personnel to reflect their names, dates of entry on duty, offices to which assigned, dates of arrival at present office, CAF grade, dates of assignment to a particular squad, in order to permit a full picture of each man at quick glance and to permit the setting up of cards to future dates, in order to effect the rotation of Agents from squad to squad. In favor of the suggestion was Mr. McKee; all others were opposed.

Disadvantages cited:

1. It would not apply to all field offices.
2. Present Bureau procedure already permits the handling of rotation of Agent assignments by the usual administrative tickler.
3. Historical material already contained in personnel files.
4. It would take an unusual amount of clerical work to maintain the card index system of that nature.

If the Bureau concurs, there is no necessity for change in present Bureau policy.

Respectfully,
For the Conference

RECORDED & INDEXED

Clyde Tolson
Chairman

29 MAY 25 1944

cc: Mr. Tolson
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/26/92 BY SP5CJ/bca

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Barrett _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

KPG:AF

May 22, 1944

MEMORANDUM FOR THE DIRECTOR

On May 20, 1944, the Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Acers, Carson, Coffey, Glavin, Gurnea, Hince, Ladd, Rosen, and Tracy, considered the request of the New York office to install a permanent FM radio antenna on the tower of the New York office building. It has been estimated by the engineering section of the Laboratory that the erection of such an antenna would cost about \$400.

In justifying their request, the New York office pointed out that by using one of the Bureau's portable 60-watt FM transmitters with the portable window antenna they were able to cover an area around the office roughly twenty to thirty blocks in radius and reach their FM equipped automobiles. From tests conducted they estimate that from a permanent type antenna on the tower of the building they will be able to get ranges up to thirty miles distant. With regard to this 30-mile estimate Mr. Coffey pointed out that this would not be solid coverage, but there would be many "dead" spots in the area.

The majority of the Conference--Messrs. Tolson, E. A. Tamm, Acers, Carson, Gurnea, Hince, and Tracy--was in favor of erecting this permanent antenna so that when the Bureau's portable equipment is to be used in the New York office it can be attached to this antenna thereby getting the greatest range possible with the equipment.

Messrs. Coffey, Glavin, Ladd, and Rosen were opposed to installing the permanent antenna on the ground that the portable radio transmitters were not intended for fixed permanent use in any field office but that the one assigned to the New York office is to be held ready for shipment to any point in the area or nearby field offices for temporary use in setting up a temporary plant. It was the feeling of the minority that this request of the New York office is just a preliminary to an effort to set up a permanent radio transmitting facility to reach the FM equipped automobiles in the New York area. The minority saw no more need for such a special service in New York than in the other field offices.

Respectfully,
For the Conference

cc-Mr. Tolson

Mr. Clegg

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 7/26/94 BY 3820/100

25 1944

RECORDED

INDEXED

66-2554-2664

FBI
29 MAY 25 1944

EJZ

WJ:spb

THE DIRECTOR

May 23, 1944

THE EXECUTIVE CONFERENCE

Suggestion #127

Employee: Saye M. Proctor

Members present: Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Gurnea, Acers, Nichols, Carson, Coffey, Tracy and Glavin.

Employee suggests: That if employees were paid a bonus for sick leave that is not taken during the year, many employees when not feeling well but still not incapacitated to perform their duties would be inclined to report for work on these occasions. She believes that such a plan as above mentioned would be an additional incentive for the employees to be at their desks every day that it is humanly possible to do so.

The Conference is unanimously opposed to the adoption of any such suggestion. It is felt that it should not be necessary to pay bonuses to employees for properly performing duties assigned to them.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

E. R. Glavin, Secretary

cc: Mr. Tolson
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY SP-1/1/91

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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&
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29 MAY 25 1944

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MEMORANDUM

THE DIRECTOR

MAY 23, 1944

EXCLUSIVE CONFERENCE

Suggestion No. 120
Employee Sara Horne

The Executive Conference, consisting of Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Coffey, Carson, Egan, Gurnea, Ladd, Rosen and Acers, considered the suggestion of Sara Horne, Chief Clerk of the New Orleans Office that the Manual for Clerical Employees be abolished and substituted by the issuance of the Manual of Rules and Regulations to all clerical employees.

For the Director's information, Miss Horne points out that much of the material in the Manual for Clerical Employees is a duplication of the material contained in the Manual of Rules and Regulations.

The Executive Conference was unanimously opposed to the suggestion inasmuch as it was anticipated when the Clerical Manual was instituted that there would be some duplication of the Manual of Rules and Regulations; however, the Clerical Manual contains more detail relative to field office administration such as, the handling of mail, indexing, and filing. In addition, some parts of the Manual of Rules and Regulations are eliminated from the Clerical Manual since clerical employees have no particular interest in a number of sections contained in the Manual of Rules and Regulations.

If the Director concurs, a letter to Miss Horne has been prepared as advising her.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg.

Clyde Tolson
Chairman

J. D. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

323013
ALL INFORMATION CONTAINED
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DATE 9/26/91 BY SP-1/BJS

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&
INDEXED

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23 MAY 25 1944

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MAY 25 1944

WRG:pb

THE DIRECTOR
THE EXECUTIVE CONFERENCE

May 8, 1944

The Executive Conference, consisting of Messrs. E. A. Tamm, Hendon, Rosen, Mumford, Gurnea, Clegg, Acers, Nichols, Tracy, Ladd Carson, Coffey, and Glavin, considered certain suggestions submitted by members of the Personnel Conference.

(1) The suggestion was made that courses in Business English and other subjects be given to Bureau clerical employees in an effort to take up off-duty hours of employees and aid in furthering their education. The Personnel Conference felt that the Bureau has a sufficient number of qualified employees to act as instructors and instructors could be paid from FBIRA funds. Mr. Ladd, as President of the FBIRA, pointed out that funds of the FBIRA would not be available for such purpose due to the limited funds in the organization.

The Conference further feels that setting up of Business English and other courses at this time is unnecessary. Should the Director approve, the members of the Personnel Conference will be so advised.

(2) The suggestion was made that there be a coordination of recreational activities between the FBIRA, the AFGE Union, and the ICE--the Identification Division Committee on Entertainment. Mr. Ladd, as President of the FBIRA, pointed out that there is complete coordination of recreational activities at the present time and he did not feel that any further coordination of activities is necessary. He pointed out that there has been an Assistant Activity Promoter appointed in each Division; that Special Agent O'Connor in the Administrative Division is the Promoter for the FBIRA and all activities are cleared through him so that there is a good coordination of activities of the various organizations to which employees of the Bureau belong at the present time.

The Personnel Conference will be so advised concerning this matter.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/94 BY SPIC/ka

Respectfully submitted,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC: Mr. Tolson
Mr. Clegg 317

RECORDED

Clyde Tolson, Chairman

66-2554-2667

MAY 27 1944

U. S. DEPARTMENT OF JUSTICE

W. R. Glavin, Secretary

EX - 39

ORIGINAL COPY FILED IN 62-26176-3205

WES:pb

THE DIRECTOR

May 25, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, Acers, Gurnea, Mumford, Hendon, Carson, Coffey, Quinn Tamm, Nichols and Glavin, considered the desirability of furnishing to the Chief of the Federal Property Utilization Branch of the Procurement Division information to the effect that the Bureau undoubtedly will be in the market for the purchase of at least 200 automobiles in the immediate future.

For the Director's information, we have entirely expended our appropriation for the purchase of automobiles for the present fiscal year which ends June 30, 1944. We have phraseology in our new appropriation which will permit replacement of automobiles but will not permit increasing our entire fleet of automobiles. It was pointed out to the Conference that there is a possibility of having to replace approximately 32 of our old machines. It was also pointed out to the Conference that information had been received from some of the liaison contacts of the Procurement Division that 200 four-door cars of the type we would use, namely Chevrolets and Plymouths, are now available but may not be available by the end of June and that if we could get information over to the Procurement Division, they may be able to hold these cars until our appropriation for the next fiscal year, which begins July 1, 1944, is passed and we can place our order for the necessary cars.

The Conference recommends approval of the attached communication addressed to the Chief of the Federal Property Utilization Branch of the Procurement Division.

The Conference also recommends approval of the attached form communication to all SACs requesting certain information as to the number of automobiles presently assigned to each particular division which necessarily will have to be replaced after the beginning of the next fiscal year. Should the Director approve the Conference recommendation, the attached communications should go forward immediately.

RECORDED INDEXED
Respectfully submitted, *W. R. Glavin*
FOR THE CONFERENCE, MAY 30 1944

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

#323,013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/26/91 BY 382/jlc

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

WHL:pb

THE DIRECTOR

May 20, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, Acers, Guinea, Mumford, Hendon, Carson, Coffey, Quinn Tamm, Nichols and Glavin, considered the suggested poster, attached hereto, prepared for the purpose of discouraging excess sick leave.

The Conference, with the exception of Mr. Glavin, feels that it would be undesirable to approve the distribution of such a poster at this time since the wrong interpretation might be put on it by persons who are looking for something to complain about.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

CC: Mr. Tolson
Mr. Glavin

E. D. Glavin, Secretary

#323013
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HEREIN IS UNCLASSIFIED

DATE 7/26/91 BY SP5/162

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
INDEXED

124

66-2554-25

ST. 11-2-11

March 23, 1944

DATE 9/26/91 BY JTC/bze

SECRET

The Executive Conference consisting of Messrs. Tolson, Tracy, Quinn Tamm, Coffey, Carson, Nichols, Hendon, Clegg, Ladd, Mumford, Rosen, Acers, and Glavin considered the problem of Special Agents attending in-service school for a part of the training being called back to their office of assignment and not being given credit for attending the in-service school.

It was pointed out by Mr. Glavin that at the present time if an Agent attending in-service training school misses as much as 3 days due to no fault of his own, whether it be special assignment given to him, sick leave, or is called back to his divisional office for court appearance, the Agent is not given credit for having attended in-service training and it is necessary for the Administrative Division to again call him to Washington, D. C. to have training. It is felt that this procedure is undesirable at the present time. It does not appear necessary to have an Agent return to Washington, D. C. for a full two weeks after having missed no more than three days.

The Conference unanimously recommends that if an Agent attends in-service training school and misses no more than 3 days of the school that it be considered that he has completed in-service training. It is further recommended by the Conference that if an Agent is absent from the classes for more than 3 days that he be held over, if in Washington, D. C., to complete the training course and that he attend only those sessions which he had originally missed. It was pointed out that with the in-service school beginning every Monday it would not be necessary to hold the Agent over for two weeks; that the classes he missed may be handled on Thursday, Friday, and Saturday of the following week; however, the Agent could be assigned to the Washington Field Office on Monday, Tuesday, and Wednesday of the week so that his services could be utilized most advantageously and conveniently to the Bureau and to the Government.

RECORDED
167-2554-2170

RECORDED

Should the Director approve, this
load in the future.

RECEIVED MAY 31 1947
for the Conference U. S. DEPARTMENT OF JUSTICE

Clyde Tolson, Chairman - H. C. Quinn,

Tolson _____
E. A. Tamm _____
Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Acers _____
 Carson _____
 Harbo _____
 Hendon _____
 Mumford _____
 Starke _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

cc Mr. Tolson
Mr. Clegg

66-2554-2670
FEDERAL BUREAU OF INVESTIGATION
MAY 31 1947
U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 1-13-1958

THE DIRECTOR

AR/bw

5/23/44

THE EXECUTIVE CONFERENCE

Investigation of Crimes committed
by Military personnel

Prosecution during wartime

The Executive Conference, attended by Messrs. Tolson, E. A. Tamm, Acers, Hince, Coffey, Tracy, Glavin, Carson, Gurnea, Ladd, and Rosen, recommended that the attached Bureau Bulletin with reference to the investigation of crimes committed by military personnel outlining the policy of the Department in Departmental Circular #3785, be disseminated to the field.

Briefly, this Departmental Circular outlines the procedure which the U. S. Attorneys are to follow, and in substance places the discretion with reference to prosecution of military personnel in the hands of the U. S. Attorneys.

It is also pointed out that it is no longer necessary for the Bureau to obtain written releases providing for the civil prosecution of military offenders from their superiors. This is a matter which should be handled by the office of the U. S. Attorney.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin Attachment
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen cc - Mr. Tolson
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED

166-2554-2671
F B I
32 MAY 31 1944

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/87 BY 300/pce

WFO:rj

THE DIRECTOR

May 29, 1944

THE EXECUTIVE CONFERENCE

Suggestion #169

Employee: A. H. Belmont
Special Agent in Charge
Cincinnati

Members present: Messrs. E. A. Tamm, Nichols,
Quinn Tamm, Coffey, Ladd, Hendon, Mumford, Rosen, and
Glavin.

During the SAC Conference, SAC Belmont sug-
gested that the Bureau might wish to consider having
field supervisors perform regular investigative work
for a limited period of time each year in the same man-
ner as the Seat of Government supervisors perform such
investigative work.

The Conference feels that in the present assign-
ment of supervisors in the various divisional offices,
the Special Agent in Charge can make such assignments as
he feels necessary. The field supervisor is not in the
same category as Seat of Government supervisors. As a
field supervisor he has the opportunity of participating
in investigations as the Agent in Charge feels necessary.

The Conference therefore recommends that the
policy followed in connection with supervisors at the
Seat of Government not be followed with field supervisors.

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY 3557/ka

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

cc Mr. Tolson
Mr. Clegg

RECORDED
&
INDEXED

166-2554-2672
F B I
F. R. Glavin
Secretary
22 MAY 31 1944

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

70 JUN 1 1944

How Weber Field Assignment for Special Agent Supervisors of

WRG:rj

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 12-09-2010

THE DIRECTOR

May 29, 1944

THE EXECUTIVE CONFERENCE

~~CONFIDENTIAL~~

Suggestion #92

Employee: D. R. Morley
Special Agent in Charge
Dallas

Classified by 9/26/91
Declassify on: OADR
#328013

~~CONFIDENTIAL~~

Members present: Messrs. E. A. Tamm, Gurnea,
Coffey, Hendon, Tracy, Acers, Rosen, Nichols, Ladd, and
Glavin.

During the SAC Conference, SAC Morley suggested
that Form FD-113, copy attached, be revised so as to pro-
vide space for any confidential expenditures not claimed or
for which the Agent has not already been reimbursed by the
office confidential fund.

It will be noted from the attached form that it
covers the total number of days spent on surveillances dur-
ing the month, the total number of days' work performed on
accounting cases, and the total number of days' work per-
formed in [monitoring of foreign funds]. The information
contained in the report is utilized in the preparation of
the monthly administrative report.

It is not felt by the Conference that it is neces-
sary to include on this form any listing of confidential ex-
penditures not claimed by the Agent or for which the Agent
has not already been reimbursed by the office confidential
fund. It is felt that the Bureau's request for information
concerning extraordinary expenditures of a confidential nature
for which reimbursement has not been claimed is sufficient
and the Special Agent in Charge will have no difficulty in
keeping fully advised concerning expenditures. It is not
the desire of the Bureau to report on this form routine ex-
penditures which in no way have in the past or will in the
future cause any difficulty insofar as the Bureau is con-
cerned.

cc Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

The Conference recommends against the approval of
this suggestion.

RECORDED

INDEXED

Respectfully submitted,
FOR THE COMMISSIONER

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN OTHERWISE

~~CONFIDENTIAL~~

Clyde Tolson
Chairman

J. E. Glavin
Secretary

70 JUN 1 1944

LBN:HBW

THE DIRECTOR

May 30, 1944

EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Rosen, Mumford, Hendon, Coffey, Quinn Tamm, Glavin and Nichols considered the suggestion of SAC Brown to the effect that the Bureau prepare new radio scripts emphasizing the general investigative jurisdiction of the Bureau, designing the radio scripts to familiarize the public with the necessary elements of each violation.

The Conference was unanimous in recommending against any such program at this time inasmuch as our work at the present time is primarily connected with the war effort, coupled with the fact that from time to time we are putting out scripts dealing with investigative cases; but there should not be any exploitation of our general investigative work inasmuch as it would detract from our war activities.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Tolson
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7-16-91 BY [signature]

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

INDEXED

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161-2224-3
32 MAY 31 1944

JUN 1 1944

LAH:LEK

May 23, 1944

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY 8252/16ce

THE DIRECTOR

SAC Danner forwarded the attached paid political advertisement, announcing that Sheriff Rex Sweet, Jacksonville, Florida, has been appointed by Mrs. Katherine P. Lenroot, chief of the Children's Bureau, to serve on a national committee for the training of law enforcement officers in dealing with juvenile problems. Danner suggests that the Bureau consider inauguration of a program on a large and active scale, consisting of the formulation of committees of outstanding law enforcement officials, such committees to be advisory to the FBI.

The Conference was informed, also, of the technique employed by the Children's Bureau, and by the Division of Social Protection of the Community War Service, Federal Security Agency, in establishing national committees of police officials in order to obtain cooperation, and a color of official approval. The Federal Security Agency appointed a committee of outstanding police officials, which was designated as "The National Advisory Police Committee" of the Division of Social Protection of the FSA. In many publications, however, this title is shortened to the following: "National Police Advisory Committee". In its brief form this name has appeared in law enforcement bulletins, newspaper, articles and editorials. When editorials refer to the committee by its brief name and then say that it has approved a program of the Children's Bureau, or a program of the Federal Security Agency, the average reader must be impressed, and certainly misled as to the scope of authority of the committee and the objective of the agencies involved.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
RECOMMENDATION: The Executives' Conference recommends that the Bureau follow its present program and that we not indulge in the practice followed by those other agencies, of creating committees with imposing titles. It was pointed out to the Conference that the Bureau would be placed in the rather undesirable position that Mrs. Lenroot has been placed by the use of her appointment of Sheriff Sweet, in a paid political advertisement.

Mr. Rosen _____
Mr. Tracy _____
If approved, a letter to Mr. Danner as prepared, should be forwarded.

Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Those present were: Messrs. Tolson, Glavin, Tracy, Quinn Tamm, E. A. Tamm, Carson, Nichols, Acers, Hendon, Ladd, Gurnea, Rosen and Hinee.

Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,

FOR THE CONFERENCE

RECORDED

Clyde Tolson, INDEXED
Chairman

W. R. Glavin
Secretary

70 JUN 1 1944
Mr. Tolson
Mr. Clegg

May 23, 1944

LAH:LMK

THE DIRECTOR

The Executives' Conference considered the information furnished by the Cincinnati office, that Captain John H. McKeon, Jr., of the Fifth Service Command, desired to appear before FBI law enforcement conferences in the State of Kentucky, in order to explain how police officials can obtain the payment of fees for the apprehension of a deserter.

RECOMMENDATION: The Executives' Conference unanimously recommended that the Special Agent in Charge at Louisville be instructed that, in the event a special request is received from Captain McKeon for permission to appear before law enforcement conferences in Kentucky, he should be informed that the Special Agent in Charge will be glad to submit any facts or explanations to the law enforcement officers, and that there will be no necessity for Captain McKeon personally to appear on the program.

If approved, the letter which has been prepared for the Special Agent in Charge at Louisville should be forwarded.

Those present were: Messrs. Tolson, Glavin, Tracy, Quinn Tamm, E. A. Tamm, Carson, Nichols, Acers, Hendon, Ladd, Gurnea, Rosen and Hince.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,

FOR THE CONFERENCE

Clyde Tolson,
Chairman

RECORDED
&
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166-2554-267
F B I
32 MAY 31 1944

W. R. Glavin,
Secretary

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#323013
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DATE 9/29/91 BY spscj/ka

70 JUN 1 1944

MEMORANDUM

AR/MS
5/25/44

MEMORANDUM FOR THE CONFERENCE

Subject: No. 23

Employee: Special Agent Arthur E. Sedmond,
New York, New York

Members present: Tolson, E. A. Tamm, Clegg, Glavin,
Ladd, Rosen, Tracy, Carson, Gurnea, Ladd, and Rosen.

Employee suggests: That the Bureau issue periodic
bulletins describing interesting Bureau cases in which ac-
counting was involved, setting forth the methods used by the
accountant in establishing his case. This would serve as a
guide to accountants.

RECOMMENDATION: Unfavorable - All pertinent accounting matters in-
volving accounting principles, procedures, recent decisions, and
modus operandi, are brought to the attention of the accountants in
a session at the Bureau for two days at the close of the In-Service
schools. In the interim important developments are brought to the
attention of the field in bulletin form.

Employee advised by letter.

#323013
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DATE 7/22/91 BY [signature]

Respectfully,
For the Conference

Clyde Tolson
Chairman

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols - Mr. Tolson
Mr. Rosen - Mr. Clegg
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
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166-2554-
F I
32 MAY 31 1944

70 JUN 1 1944

CUT:ja

May 24, 1944

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Ladd, Coffey, Nichols, Quinn Tamm, Hince, Carson, Hendon, Gurnea, Mumford, Acers and Tracy, considered a suggestion of Mr. A. B. Ground of the Single Fingerprint Section that the examiners in the Single Fingerprint Section be given authority to destroy photographs of latent fingerprints in cases where the latent prints have been eliminated. The suggestion was made with a view towards saving file space and to saving time in routing such material which, in Mr. Ground's opinion, is of no further value after the latent print has been eliminated from the case at hand.

The Conference was unanimously of the opinion that it is better procedure to file such photographs in the case file inasmuch as some question might arise at a later date as to the elimination of certain latent fingerprints and it would be much easier to make a check if the photographs are in file. The amount of filing space saved would be inconsequential.

If you approve, there is attached a letter thanking Mr. Ground for making this suggestion.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Mr. Gandy _____

cc - Mr. Tolson
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/91 BY [signature]

RECORDED
&
INDEXED

166-1354
F B I
32 MAY 31 1944

JUN 1 1944

WBS:val

THE DIRECTOR

May 23, 1944

THE EXECUTIVE CONFERENCE

Sugg. #15

Employee: Anne P. Lefholz
Stenographer
Honolulu

Members present: Messrs. E. A. Tamm, Curnea, Coffey, Hendon, Tracy, Acers, Rosen, Nichols, Ladd and Glavin.

Employee suggests: The Bureau in the future in preparing communications for air mail utilize thin-white letterhead and second sheets rather than the regular standard weight letterhead and second sheets. She points out that there will be a considerable saving in air mail expense if this procedure is followed.

The Conference is heartily in accord with the suggestion submitted by Miss Lefholz and recommends its adoption.

Should the Director approve the Conference recommendation, there is attached hereto a communication addressed to Miss Lefholz thanking her for her suggestion and in addition thereto a bulletin to all employees concerning this particular matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED & INDEXED

175
H. P. Glavin
Secretary

32 MAY 31 1944

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____

cc - Mr. Tolson
Mr. Clegg

Attachments

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY [signature]

LBH:HBM

THE DIRECTOR

May 30, 1944

EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Rosen, Mumford, Hendon, Coffey, Quinn Tamm, Glavin and Nichols considered the request of the New York Office for a colored copy of the Bureau seal to be hung in Mr. Conroy's office and two additional copies if available.

The Conference was unanimous in recommending that no departure be made from our present procedure of not furnishing colored seals to the various field offices inasmuch as it requires approximately a day to prepare each seal.

Respectfully,
For the Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/30/94 BY SP-8/BJE

Glyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Tolson
Mr. Clegg

RECORDED & INDEXED

176

66-2554-

32 MAY 31 1944

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

20246

Chicago

May 23, 1944

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Carson, Coffey, Acers, Nichols, Hendon, Gurnea, Egan, Ladd, and Quinn Tamm being present, considered a letter received from Carl G. Harrison, Commissioner of Immigration and Naturalization Service, in which Mr. Harrison advised that the Immigration and Naturalization Service is no longer interested in receiving information concerning the search of Alien Registration fingerprint cards, except in those cases in which the Immigration and Naturalization Service specifically requests such a search.

The Conference was advised by Mr. Quinn Tamm that this means approximately three and one-half million Alien Registration cards can be searched, carded, and filed without answer and this will mean that the Identification Division can handle approximately ten thousand of these fingerprint cards a day and place them in file. The Conference unanimously recommends that the Identification Division classify, card and file ten thousand Alien Registration fingerprint cards daily until they are all placed in file.

If you approve, there is attached hereto a letter to Mr. Harrison advising him he will no longer receive replies to Alien Registration fingerprint cards except in those cases where a specific request is made.

Respectfully,
For the Conference

RECORDED & INDEXED

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

70 JUN 1 1944. H. H. Clegg

166-255
32 MAY 31 1944

LAH:JD

May 25, 1944

THE DIRECTOR

The Executives' Conference considered the existing Bureau procedure of sending a copy of the Physical Examination Report concerning a National Police Academy student to his superior back home. In the present class there are several Chiefs of Police whose Physical Examination Reports would normally be sent to the officials who submitted the applications for attendance. These officials include Commissioners of Police, Chairmen of County Commissioners, Mayors, and others.

It was pointed out to the Conference that the phraseology of the Physical Examination Report is in such technical language that the report might affect the NPA man adversely. For example, Mr. William Berryman was reported to have periodontoclasia. Mr. Thomas J. Prendergast was reported to have defective vision. Sheriff Ted J. Kelley is reported to have defective vision. Although the particular defects are not serious, the Conference felt that these facts might be used against the graduates if reported to superiors who are in elective positions.

RECOMMENDATION: The Conference was unanimously of the opinion that the furnishing of copies of Physical Examination Reports to the superiors of the men attending the National Police Academy does the Bureau no good and may do the graduates harm. The graduates themselves are furnished with the reports. The Conference unanimously recommends discontinuance of the practice of furnishing copies to the superiors.

Mr. Clegg _____ Those present were Kerner, Clegg, Coffey, Nichols, Rosen, Tracy, Carson,
Mr. Coffey _____
Mr. Hendon, Quinn Tamm, Acers and Hince.
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

RECORDED & INDEXED
Olyde Tolson
Chairman

66-2554-2682
27 JUN 1 1944

W. R. Glavin
Secretary

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DATE 9/26/91 BY sps/c/bie
323,013

70 JUN 1 1944
Mr. Clegg

WRC:pb

THE DIRECTOR

May 26, 1944

THE EXECUTIVE CONFERENCE

Suggestion #140

Employee: Robert V. Harman, Jr.
Special Agent
Los Angeles

Members present: Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Curnea, Acers, Nichols, Coffey, Carson, Tracy and Glavin.

Employee suggests: That as new mailing lists are prepared, instead of the present symbols which are most difficult to read, numbers or letters be utilized and that they be placed in three separate columns, each column containing only one kind of symbol.

Mr. Glavin advised the Conference that this could be done very easily and would undoubtedly make it more easy to spot the changes on the mailing lists if they were prepared in this manner.

Subject to the Director's approval, the appropriate changes will be made.

Respectfully submitted,
FOR THE CONFERENCE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/26/91 BY SP5/BJL

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
INDEXED

166-2554-2683

JUN 1 1944

THE DIRECTOR

AR:MP

5-24-44

THE EXECUTIVE CONFERENCE

Suggestion No. 33

Employee: Special Agent Curtis C. Lynum,
San Antonio

Members present: Tolson, E. A. Tamm, Carson, Coffey,
Hince, Acers, Tracy, Gurnea, Ladd, Glavin, and Rosen.

Revision of
Employee suggests: That Section 11(a), Manual of
Rules and Regulations, Section 1, which sets forth the policy in
regard to closing a case by memorandum rather than by investigative
reports in various types of cases, be extended to certain additional
classifications.

PRESENT BUREAU POLICY

For your convenience, the rule in Section 11(a) of the
Manual of Rules and Regulations is as follows:

(1) Reports covering all investigations conducted by employees
shall be promptly submitted on the prescribed form except in the
following types of cases:

a. Bureau applicant cases when a teletype summary is sub-
mitted by all field offices west of the Mississippi
River and a memorandum submitted by field offices east
of the Mississippi River.

b. National Police Academy applicant investigations, when
a teletype summary or a letter may be submitted.

c. In the types of cases set forth in subsection (d), a
brief memorandum for the appropriate file is prepared
and no copy is submitted to the Bureau providing all
of the following circumstances exist and the investi-
gation is conducted by a Special Agent:

1. When the investigation would have been included in
an initial opening and closing investigative report.

2. Where no process was issued. **RECORDED** 66-2554-2684

3. Where the inquiry did not originate from a request of
a request from the Bureau or from another govern-
mental agency in the field direct to the field office.

4. Where the information developed was negative and
no special reason exists for advising the Bureau.

ALL INFORMATION CONTAINED # 323013

HEREIN IS UNCLASSIFIED

DATE 9/26/91 BY SP5C/165ex

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

JUN 1 1944

Memorandum for the Director

- d. Providing all of the circumstances set forth in subsection (c) exist, a brief memorandum for the file shall be prepared and no investigative report shall be written in the following types of cases.

- 4 National Firearms Act
- 7 Kidnaping
- 8 Migratory Bird Act
- 9 Extortion
- 15 Theft from Interstate Shipment
- 25 Selective Service, excepting conscientious objectors; irregularity of board member; bribery of Selective Service officials or attempted bribery thereof; counseling, aiding or abetting evasion of the Selective Training and Service Act of 1940; recalcitrant industry cases; and cases in which a wilful intent is present to violate the Selective Training and Service Act. (See Section 12C National Defense Manual.)
- 31 White Slave Traffic Act
- 42 Deserters
- 43 Illegal Wearing of the Uniform
- 45 Crimes on the High Seas
- 47 Impersonation
- 63 Espionage
- 88 Unlawful Flight to Avoid Prosecution
- 100 Internal Security - Security Matters
- Internal Security - Denaturalization Proceedings
- 103 National Cattle Theft Act

- e. The memorandum prepared for the appropriate file as provided in subsections (c) and (d) shall reflect the following:

- 1. Names and addresses of persons interviewed.
- 2. Brief synopsis of the facts developed, couched in the most concise manner the circumstances will permit.
- 3. The opinion of the United States Attorney when an opinion is given. In such instances a copy of the memorandum shall be furnished to the United States Attorney.

RECOMMENDATION:

At the present time certain classifications of cases can be closed by memorandum if the provisions of Section 11(a), Manual

Memorandum for the Director

of Rules and Regulations are complied with. Upon the basis of the present Bureau policy it was recommended that the extension to the following-listed classifications be approved:

- 10 Red Cross matters
- 18 Narcotics
- 19 Censorship matters
- 28 Copyrights
- 54 Customs Laws and Smuggling
- 55 Counterfeiting
- 75 Bondsmen and Sureties
- 78 Illegal Use of Government Transportation Requests
- 104 Servicemen's Dependents Allowance Act of 1942

The following members present recommend that the suggestion be approved to include the additional violations indicated above: Messrs. Tolson, Tracy, Coffey, Hince, and Acers, for the following reasons:

1. It will reduce the total number of reports prepared and submitted to the Bureau.

2. As long as the provisions of the manual are complied with there is no need for sending this material in to the Bureau.

3. No information has been submitted to justify a change in the present Bureau rule.

The following are opposed to the present Bureau rule and are opposed on that basis to any extension to the additional classifications: Messrs. E. A. Tamm, Glavin, Ladd, Carson, Gurnea, and Rosen, for the following reasons:

1. It is believed that if any investigation is justified in the field, a report should be prepared and a copy of that report should be transmitted to the Bureau.

2. It is believed the Bureau should be the central repository for all information obtained by the various field offices. The present rule is a definite trend toward decentralization, and if extended will result in the field offices being in possession of more comprehensive information than is available at the Seat of Government.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. J. Glavin
Secretary

cc - Mr. Tolson

LBN:HBM

THE DIRECTOR

May 26, 1944

EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Coffey, Carson, Hendon, Mumford, Gurnea, Ladd, Tracy, Hince and Nichols considered an observation made by Mr. Nichols as follows:

During the recent conference of SAC's a question was raised on the handling of long distance telephone calls. One Agent in Charge stated that calls would be put in for an Assistant Director, that every now and then they would get the Assistant Director's office on the phone, the Assistant Director would not be available, and there would be a wait.

Mr. Nichols pointed out that at the present time the following procedure is followed by the Communications Section in handling such calls:

When an Agent in Charge calls in and desires to speak to an Assistant Director the Communications Section calls the Assistant Director's secretary. The secretary advises whether or not the Assistant Director is in, after which the Agent in Charge is put on the wire. The situation does occur quite frequently where in the interim the Assistant Director will get a call on the buzzer or will receive another long distance call or a local call and might have to keep the SAC waiting for a short period of time. The only possible way to avoid this would be for the Bureau operator to get the Assistant Director on the phone and hold him on the phone while the call is being completed.

The Conference unanimously recommended no change in our present procedure.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY 3026/ka

Respectfully,
For the Conference

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

OK
Mr. Tolson

Mr. Clegg

Clyde Tolson, Chairman

RECORDED
INDEXED

W. R. Glavin, Secretary

WTT:pb

THE DIRECTOR

May 25, 1944

THE EXECUTIVE CONFERENCE

Suggestion #126

Employee: Louis L. Furley, Jr.
Special Agent
New York

Members present: Messrs. Tolson, Egan, Clegg, Quinn Tamm, E. J. Tamm, Rosen, Gurnea, Hendon, Niece, Tracy, Nichols, Ladd, Carson and Glavin.

Employee suggests: That in view of the war emergency and the national automobile speed limit of thirty-five miles per hour, the Bureau rule making it necessary for an employee to submit leave slips for time utilized in excess of train time when traveling on transfer between offices, be modified because at the present time, it is physically impossible to compete by automobile with train schedules.

For the Director's information, the Bureau has maintained a policy which is in accordance with Comptroller General decisions, that when an employee on transfer utilizes his personally owned automobile, he is charged for annual leave for the time in excess of transportation by regular first class railroad facilities. Furley in his suggestion feels that since there has been a national cut down on speed limits, the Bureau should modify the present rule.

RECOMMENDATION: The Conference recommendation is unfavorable since the utilization of a personally owned automobile by the employee in question is for his personal convenience and he should be charged with leave in excess of the time it would take him to travel to his new office of assignment by first class railroad transportation.

Should the Director approve, the appropriate communication to Mr. Furley is attached.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

RECORDED
INDEXED

J. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Tolson

Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/22/91 BY [signature]

JUN 1 1944

THE DIRECTOR

12/30
5/23/96

THE EXECUTIVE CONFERENCE

Instructions Regarding each Field Division

The Executive Conference, attended by Messrs. T. A. Tamm, Coffey, Glavin, Ladd, Nichols, Tracy, Carson, Hendon, Carson, Quinn Tamm, Nease, Harbo, Mumford, and Rosen, recommended that the attached proposed letter to all Special Agents in Charge, which instructs each Field Division to submit within the next thirty days a list of from one to three of their most important fugitives, together with a writeup concerning each fugitive, be sent forward.

Respectfully,
For the Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/96 BY SP5CJ/bca

V
Clyde Tolson
Chairman

W. E. Glavin
Secretary

Attachment

Mr. Tolson CC - Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Harbo
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED
83
66-2564

ERG:AB

THE DIRECTOR

MAY 24, 1944

THE EXECUTIVE CONFERENCE

SUGGESTION #97

The Executive Conference, consisting of Messrs. E. A. Tamm, Gurnea, Coffey, Hendon, Tracy, Acers, Rosen, Nichols, Ladd and Glavin, considered Suggestion #97 submitted by SAC McFarlin that the field offices be allowed to delete from closed file section thick mimeographed reports which heretofore were sent to all divisional offices for information purposes only, if such reports have not been indexed except for the title and have no pertinency to that particular field office.

All members of the SAC Conference voted on this matter and were opposed with the exception of Messrs. Dalton and Haughton.

The Conference feels that the work involved in the stripping of these files of such mimeographed reports would far exceed the value obtained, and it was pointed out that it would be necessary to have such mimeographed reports returned to Washington for final disposition.

The Conference unanimously opposed this suggestion.

Respectfully submitted,
FOR THE CONFERENCE

#323073
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY SP5C/HCE

Clyde Tolson, Chairman

H. R. Glavin, Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

CC: Mr. Tolson
Mr. Clegg

RECORDED

INDEXED

166-2554-2688
F B I
27 JUN 1 1944

70 JUN 1 1944

THE DIRECTOR

AR/b w
5/26/44

THE EXECUTIVE CONFERENCE

Suggestion No. 41

Employee: Special Agent (A) Adrian L. Meyer,
St. Paul, Minnesota

Members present: E. A. Tamm, Coffey, Glavin, Ladd,
Nichols, Tracy, Gurnea, Hendon, Carson, Quinn Tamm, Acers,
Hince, Mumford, and Rosen.

Employee suggests: That arrangements be made, principally
with national banks, whereby a provision would be included in the
contract between the owner of a ~~safety~~ deposit box and the bank,
authorizing the bank to allow the FBI access to the safety deposit
box. This phraseology would necessarily have to be included in the
contract between the owner of the safety deposit box and the bank.

RECOMMENDATION: Unfavorable - Obviously the Bureau could
not afford to call upon the Comptroller of the Currency to arrange
with national banks to have such a clause included in the leases.

Employee advised by letter.

Respectfully,
For the Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 9/26/91 BY SP5CJ/KC

Clyde Tolson
Chairman

W. R. Glavin
Secretary

r. Tolson _____
r. E. A. Tamm _____
r. Clegg _____
r. Coffey _____
r. Glavin _____
r. Ladd _____
cc - Mr. Tolson
r. Nichols _____
r. Rosen _____
r. Tracy _____
r. Carson _____
r. Hendon _____
r. McGuire _____
r. Mumford _____
r. Harbo _____
r. Quinn Tamm _____
r. Nease _____

Gandy 1 1544

RECORDED & INDEXED
176

166-2554-2689
35 JUN 1 1944

WEC:val

THE DIRECTOR

May 24, 1944

THE EXECUTIVE CONFERENCE

Sugg. #93

Employee: E. A. Murphy
Special Agent in Charge
Richmond

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/24/91 BY SP8C/bce

Members present: Messrs. E. A. Tamm, Curnea, Coffey, Hendon, Tracy, Acers, Rosen, Nichols, Ladd and Glavin.

While attending the SAC Conference, SAC Murphy suggested that the Bureau authorize the disposition of sealed beam headlights which were originally secured for blackout purposes in the field and are now retained for some possible purpose. The advantages of disposing the sealed beam headlights are as follows:

1. It is a very remote possibility that they will ever be used.
2. They take up space.
3. There may be some need for them commercially.
4. We would be financially better off to get rid of them.

All the members of the SAC Conference, with the exception of Messrs. Hood, Connelley and Scheidt, voted for this suggestion.

For the Director's information, the sealed beam headlights, the subject of Murphy's suggestion, were those that were painted for blackout purposes immediately after the declaration of war. Some of the offices, up to the present time, have reclaimed these sealed beam headlights by the removal of the paint that heretofore had been placed on them. It is felt that since these sealed beam headlights cost approximately \$1.10 each, they should not be disposed of but should be reclaimed by the removal of the paint that might be on them. Further, that each Special Agent in Charge should assume the authority of having sufficient emergency equipment on hand to enable his office to properly operate if there is a recurrence of an acute emergency which existed immediately after the declaration of war.

RECORDED

Subject to the Director's approval, there is attached hereto an appropriate communication to the Field concerning this matter.

INDEXED

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

E. A. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC - Mr. Tolson

Mr. Clegg

Attachment

May 25, 1944

JKM:FES

#323,013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/26/91 BY SP2/bsc

THE DIRECTOR

The Executives Conference, with Messrs. D. A. Tamm, Gurnea, C. Tamm, Coffey, Carson, Nichols, Ladd, Tracy, Hendon, Hince, Rosen, Acers, Glavin and Mumford in attendance, today considered a suggestion received from Special Agent William H. Cole of the Cleveland Field Division. Agent Cole pointed out that pursuant to the provisions in the National Defense Manual, leads are now set out for the Charlotte Field Division to check the records of the Adjutant General's Office at High Point, North Carolina, whenever the military history is desired concerning any former member of the Army, whereas he has learned that many states maintain official records of all persons from that particular state who have served in the armed forces. He therefore suggested that this matter be called to the attention of the various Field Divisions so that they may utilize those sources where maintained rather than directing leads to Charlotte.

This matter was checked with the Military Intelligence Division, where it was learned that although some states do maintain records of its citizens who have served in the armed forces, those records are not recognized by the Army as official; that, therefore, the only official records which can be depended upon for accuracy and completeness are those maintained by the War Department at High Point, North Carolina.

In view of the lack of uniformity among the various states in keeping records of the type described above and in view of the unofficial and undoubtedly the unreliable nature of those that are maintained, it was the unanimous opinion of the Executives Conference that the Bureau continue to utilize the best source available and that no action be taken upon the suggestion submitted.

If you concur with the Conference, there is attached for your approval a letter acknowledging Special Agent William H. Cole's suggestion.

Respectfully,
For the Conference

G. A. Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment

EPC:AF

Sugg. No. 121

May 22, 1944

Employee: Agent James A. Kearns, Jr.
St. Louis, Missouri

MEMORANDUM FOR THE DIRECTOR

Members present: Tolson, E. A. Tamm, Acers, Carson, Coffey, Glavin, Gurnea, Harbo, Ladd, Rosen, and Tracy.

Employee suggests: That in view of the possibility of rapid transmission of photographs from city to city by means of "Wirephotos", the Bureau look into this service and consider utilizing it for transmittal of photographs or fingerprints of criminals in emergency situations. He proposed that contacts be established with newspaper offices having this service so that if the Bureau ever needs it in an emergency it could be utilized.

RECOMMENDATION: The Conference was advised by Mr. Coffey that this matter has already been completely studied and that the Bureau is up to date on it. It was recommended that since Agent Kearns apparently was not aware of the fact that the Bureau is up to date on this matter, brief mention of it be made in lectures to In-Service Training Schools as given by the Identification Division or the Laboratory. The necessary instructions to make this lecture reference will be given.

Employee advised by letter.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/26/91 BY SP5/BJK

Respectfully,
For the Conference

Clyde Tolson, Chairman

cc-Mr. Tolson
Mr. Clegg

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

JUN 1 1944

RECORDED
&
INDEXED
83

35
Clerk

66-2554-2692

WHS:pb

THE DIRECTOR

May 27, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, Agers, Gurnea, Lunford, Hendon, Carson, Coffey, Quinn Tamm, Nichols and Glavin, considered a suggestion of Assistant SAC Crowl of the New York Division that supervisors be permitted to review closed files on ticklers. It was pointed out to the Conference that Mr. Crowl telephonically advised that at the present time the closed files are reviewed at the time a file is closed and no further review is made by supervisors, that, frankly, a much better review could be made if the supervisors were permitted to review such closed files when they come up on regular ticklers.

The Conference is of the very definite opinion that no exception should be made in the reviewing of closed files by the New York Division. Bureau regulations at the present time make it necessary for files to be completely reviewed at the time the closing report is submitted and it is not felt that a cursory review should be made and then supervisors permitted to make a full review at a later date when the file would come up in the course of business on tickler.

Subject to the Director's approval, there is attached hereto a communication to the SAC in New York concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY 3322/bsc

Clyde Tolson, Chairman

J. E. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED

JUN 7 1944

66-2554-2672

DM:CSH

20245

THE DIRECTOR

Executives Conference

May 24, 1944

Suggestion #26, made by
SAC J. J. Starke, of the
Providence Office, re
PLANT INFORMANT CARDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY SP8C/bjs
323,073

The Executives Conference, on May 23, 1944, attended by Messrs.
E. A. Tamm, Glavin, Q. Tamm, Coffey, Nichols, Hince, Tracy, Carson, Hendon,
Lumford, Carnea, Acers and Ladd, considered the following suggestion, made by
SAC Starke of the Providence Office:

Employee suggests that we discontinue the present rule requiring the retention
of plant informant cards after the plant informants are discontinued, and that
the field be permitted to destroy those cards.

It was pointed out to the Conference that SAC Starke had made no
distinction with reference to the symbol cards and the alphabetical index cards.
The Conference was advised that once a symbol has been given a plant informant,
if his card is destroyed (even though the informant is discontinued) it would be
impossible at a later date to review any of the reports in connection with the
use of that informant, inasmuch as no information would be available as to the
identity of the informant if the report merely showed "St. P. 10", and that,
therefore, the symbol cards would have to be retained, even though the informants
were discontinued.

It was also pointed out to the Conference, in connection with the
alphabetical index cards, that when an informant is discontinued the card should
be stamped or marked in some way "Discontinued", and the date, and this card
should then be transferred to a discontinued section of the file and filed
alphabetically by name, not broken down by plants. It was suggested by Mr. Carson
that at the time the file clerk writes across the card "Discontinued", he also
add a reference to the file and serial number of the memorandum reflecting the
reason for the discontinuance of the services of this particular informant, in
order that this information might be available for ready reference.

RECOMMENDATION - The Conference was unanimously in favor of retaining the symbol
and name cards of all informants who have been designated with a permanent symbol
number, even though those informants may later be discontinued. The Conference
was farther in favor of instructing the field to write across the face of these
cards "Discontinued - see file # _____, serial # _____". The Conference also
recommended that the name card of a confidential plant informant who has not been
assigned a permanent symbol number be destroyed when that informant is discontinued.

133 DISCONTINUED

In the event you approve the action of the Conference, there is attached
hereto a proposed bulletin to the field, advising of the action taken.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Lumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

cc Mr. Tamm

70 JUN 1 1944

AND DIRECTOR

AD/BS 5/15/51

THE EXECUTIVE CONFERENCE

The Executive Conference, attended by Messrs. H. A. Tamm, Coffey, Glavin, Ladd, Nichols, Tracy, Carson, Hendon, Carson, Quinn Tamm, Nease, Mumford, and Rosen, recommended that the attached Bureau Bulletin, calling the attention of the field to the following violations which are within our jurisdiction, be transmitted:

1. Forging Certificate of Discharge from Military or Naval Service or Using Such Forged Certificate.

2. Falsely Making or Forging Naval, Military or Official Pass.

3. Unlawful Use of Certificate, License, or Document Issued by the Bureau of Marine Inspection and Navigation.

Respectfully,
For the Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY SP5CJ/bce

Glavin Tolson
Chairman

W. L. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg Attachment
Mr. Coffey _____
Mr. Glavin cc - Mr. Tolson
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED

WFO:vc1

THE DIRECTOR

May 23, 1944

THE EXECUTIVE CONFERENCE

Sugg. 194
Employee: R. C. Suran
Special Agent in Charge
San Antonio

Members present: Messrs. E. A. Tamm, Gurnea, Coffey, Hendon, Tracy, Acers, Rosen, Nichols, Ladd and Glavin.

SAC Suran, while attending SAC Conference, suggested that Agents who reach the retirement age and are retired be permitted, with the payment of the appropriate assessments, to remain members of the Agents' Insurance Fund. All members of the SAC Conference, with the exception of Mr. Suran, were against this suggestion.

RECOMMENDATION: Unfavorable - It has been pointed out in numerous conference memoranda prior to this time that recognized insurance authorities are opposed to such a policy since if we were to include in our Agents' Fund those who have retired, the assessment rate, in a short period of time, would exceed the benefits accruing from the Fund.

Respectfully submitted,
FOR THE CONFERENCE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/96 BY 3281/pc

Clyde Tolson
Chairman

W. B. Glavin
Secretary

CC - Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
INDEXED

116-2554-31-10
JUN 1 1944

WEG:val

THE DIRECTOR

May 23, 1944

THE EXECUTIVE CONFERENCE

Sugg. #88
Employee: L. V. Boardman
Special Agent in Charge
Seattle

Members present: Messrs. E. A. Tamm, Gurnea, Coffey, Hendon, Tracy, Acers, Rosen, Nichols, Ladd and Glavin.

SAC Boardman, during his attendance at the SAC Conference, suggested that each Special Agent in Charge be permitted to recommend to the Bureau the office hours which should be observed in his particular division. SAC Boardman explained that the Special Agent in Charge would consider the peculiar problems in his locality which would warrant having office hours different from the hours that might be recognized to be desirable in some other field division. A number of advantages and disadvantages were sighted, and all members of the Conference, with the exception of Messrs. Boardman, Conroy, McKee, Pieper, Wiant, Wilcox and Danner, voted against this suggestion.

The Executive Conference is unanimously opposed to the adoption of this suggestion, since then we would have office hours at all hours in accordance with the whims and desires of the Special Agents in Charge or employees of various divisional offices and not in accordance with the needs of the service as a whole.

Respectfully submitted,
FOR THE CONFERENCE

CC - Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

RECORDED

INDEXED

J. R. Glavin
Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Hendon _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Glavin _____
Harbo _____
Hendon _____
Murphy _____
Nease _____
Gandy _____

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY 882/bce

LAH:EMR

May 24, 1944

THE DIRECTOR

The Executive Conference considered the question as to whether a machine gun should be kept in the pistol range for the FBI Annex, for possible use in connection with tours. It was pointed out that there has been no use of a Thompson sub-machine gun to date. It was also pointed out that there is one possibility some tours which do not visit the Justice Building for an extended period of time may desire to observe the Thompson sub-machine gun in action on the Annex range. The range is suitable for demonstrations with the Thompson sub-machine gun. The safe-keeping facilities are approximately the same as in the Justice Building.

RECOMMENDATION: The following members of the Conference, who were present, were in favor of maintaining a Thompson sub-machine gun and an alternate gun in the Annex range: Messrs. Tolson, Tracy, Quinn Tamm, E. A. Tamm, Carson, Nichols, Acers, Hendon, Ladd, Gurnea and Rosen. Messrs. Glavin and Hince were opposed, on the grounds that there is no necessity for the maintenance of a machine gun in the FBI range, since firearms exhibitions would preferably be given in the Justice Building range. Further, Messrs. Glavin and Hince believe that two Thompson sub-machine guns would be unnecessarily tied up by such an arrangement.

Respectfully,

FOR THE CONFERENCE

RECORDED
Clyde Tolson,
Chairman INDEXED

W. R. Glavin,
Secretary

198 166-2554-2698
F B I
27 JUN 1 1944

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Tolson
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/94 BY SP-1/60

70 JUN 2 1944

EPC:AF

May 22, 1944

MEMORANDUM FOR THE DIRECTOR

On May 20, 1944, Mr. Coffey pointed out to the Executive Conference that as a regular part of the training of Laboratory technicians they are from time to time sent over to the Training Division to sit in and listen to selected lectures in the New Agents' Schools, the In-Service Agents' Schools, and the NPA Schools. The lectures selected, for the most part, are Laboratory lectures and lectures dealing with general Bureau policy and operations.

It was pointed out that the time is nearly here when women technicians will have reached this point of their training. Mr. Coffey inquired whether there was any objection to having women technicians sit in on these lectures as usual.

The majority of the Conference, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Gurnea, Hince, Carson, Glavin, and Coffey, was of the opinion that there was no objection and that the training should proceed in the same manner with women as with male technicians.

Mr. Tracy and Mr. Acers objected. Mr. Tracy objected on the ground that if these women technicians leave us after the war they may go into the writing field and write up the statement that during the war they were trained as Special Agents of the FBI. Mr. Acers' objection was based on the fact that sex crime cases are discussed at some of these lectures and it might be embarrassing to have women present. As to this latter objection, it was pointed out to Mr. Acers that many of these women scientists are assigned to make examinations of crimes of a sex nature and will probably subsequently testify on occasion concerning them and therefore no such embarrassment should result.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED
INDEXED

166-2554-2699

F B I
27 JUN 1 1944

OK 7/1
Mr. Tolson _____ Tolson
Mr. E. A. Tamm _____
Mr. Clegg _____ Clegg
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY SP5/BAE

EPL

EPC:AF

May 26, 1944

MEMORANDUM FOR THE DIRECTOR

Executive Conference

Mr. Martin of the Laboratory has proposed that in Laboratory reports and letters going to the field the names of persons and organizations appearing therein be capitalized. He believes that this would be advantageous to persons reviewing such reports.

The Conference on May 25, 1944, consisting of Messrs. E. A. Tamm, Acers, Carson, Coffey, Glavin, Gurnea, Hendon, Hines, Ladd, Mumford, Nichols, Q. Tamm, Rosen, and Tracy, was of the opinion that no special rule for the capitalization of names in correspondence should be put into effect in the Laboratory but that the present ~~Seal of Government~~ rule should be universally observed here. The Conference felt that the extra work involved and the undesirability of a different procedure's being followed in one section are sufficient reasons for not making any change in the present rule.

Respectfully,
For the Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY [signature]

Clyde Tolson, Chairman

cc-Mr. Tolson
Mr. Clegg

W. R. Glavin, Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Mohr _____
Carson _____
Henderson _____
Mumford _____
Jones _____
Quinn Tamm _____
Nease _____
Gandy _____

JUN 1 1944

RECORDED
& INDEXED
166-2554-2700
F B I
89 27 JUN 1 1944

USA:MEMO

THE DIRECTOR

MAY 23, 1944

EXECUTIVE CONFERENCE

Suggestion No. 63
Employee: SAC Nathan

#323913
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/26/97 BY SP-1/bce

The Executive Conference, consisting of Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Coffey, Carson, Hince, Gurnea, Ladd, Rosen, and Acers considered the suggestion of SAC Nathan that the action taken in abolishing the stamp used in the file rooms to record initial action taken by file room clerks be rescinded in order that some semblance of file room control may be exercised.

For the Director's information, the Bureau some time in 1943 furnished field offices with a rubber stamp and required that it should be affixed to all incoming mail. The stamp bore the following legend:

"Searched.....
Serialized.....
Indexed.....
Filed....."

By requiring that clerks place their initials after each of these performances, the purpose of the stamp was to fix the responsibility for searching, serializing, indexing and filing.

At a regional conference in Chicago attended by selected SAC's and selected Chief Clerks, the suggestion that the stamp be eliminated was considered. Those favoring the elimination of the stamp pointed out that serials are recharged so frequently that if any employee omits adding his initials after the word "Filed," it would not only be impossible to fix the responsibility for the recharging, if it were misfiled, but also it would lead to the accusation of the wrong person. Those who were in favor of retaining the stamp pointed out that the stamp fixed responsibility; that responsibility is conducive to efficiency; that in large field offices it is easy through the use of the stamp to fix the responsibility for misfiling; that this system is utilized in the files section at the Seat of Government. At the Chicago conference, Mr. Scheidt and Chief Clerks Funkel and Swain and Mr. Clegg recommended the elimination of the stamp. Messrs. Brantley, Trayton and Glavin recommended the stamp be continued.

In the Executive Conference in 1943, Mr. Clegg favored the elimination of the stamp; all others were opposed and desired that the stamp be retained. The Director favored Mr. Clegg's view that the stamp be eliminated. This was done.

Subsequent to the stamp's discontinuance, SAC Conroy requested authorization to use the stamp in the New York Office. The Executive Conference reconsidered the matter upon SAC Conroy's request in October

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Hince
Mr. Gurnea
Mr. Jones
Mr. Quinn
Mr. Nease
Miss Gandy

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&
INDEXED

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1943 and recommended no exception be made and the utilization of the stamp not be granted Conroy.

During the most recent SAC Conference, the following advantages and disadvantages were cited relative to SAC Nathan's suggestion that the use of the stamp be re-instituted:

Advantages:

1. No sane Agent in Charge would attempt to try to control a file room without it.
2. Anybody having any other idea is too dumb to be an Agent in Charge.
3. It fixes responsibility.
4. It has a psychological effect on the clerical employees.

Disadvantages:

1. It makes a rubber stamp man out of the SAC.
2. It makes a policeman out of the SAC in forcing the clerical employees to initial.
3. It would keep material out of the file instead of putting it in.
4. Increased clerical work.
5. It might cause the wrong employee to be blamed for error if material were removed from file by another employee and incorrectly filed thereafter, the original employee thereby getting the blame.

For Mr. Nathan's suggestion that the stamp be re-instituted were twenty-five SAC's; opposed were Messrs. Untrichter and Schmidt.

In the Executive Conference on May 20, 1944, Messrs. Tolson, Glavin, Tracy, Coffey, Carson, Hince, Gurnea, Ladd and Rosen were in favor of Mr. Nathan's suggestion that the use of the stamp be re-instituted; opposed were Messrs. E. A. Tamm and Loers, who pointed out that this is just another administrative step which would require additional time and would slow down the process of getting mail into the file. It was further pointed out that although responsibility is originally fixed by the initialing of the stamped impression, that this responsibility is immediately relieved upon the removal of the serial by another employee, who replaces it without initialing.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

W. R. Glavin
Secretary

WHL:AD

THE DIRECTOR

MAY 24, 1944

THE EXECUTIVE CONFERENCE

SUSPENSION 199

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Coffey, Hendon, Tracy, Acers, Rosen, Nichols, Ladd and Glavin, considered a suggestion submitted by JAG Loper that the monthly letter for unusual expenditures be discontinued. No vote of the AIC Conference was taken on this particular suggestion.

Glavin pointed out to the Conference that the monthly letter on unusual expenditures is most essential since before the letter was established, the Bureau was confronted from time to time with unusual expenditures which were unliquidated and concerning which the Bureau had no information. Glavin pointed out that before the letter was established, there was one case in London where some \$5,000 of expenses were unliquidated due to the unsatisfactory manner of the AIC in handling such payments, that in Newark, New Jersey, over \$5,000 of confidential expenditures were not promptly paid due to the same cause. Glavin further pointed out that since the Bureau has demanded a monthly letter on unusual expenditures which have not been liquidated, no such instance as the two mentioned above have existed, and he feels that if the letter were to be discontinued, such conditions could again arise in the future.

The Conference was in unanimous agreement with Glavin and recommends continuance of the letter.

Respectfully submitted,
JULIUS ROSEN

#323013
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HEREIN IS UNCLASSIFIED

DATE 9/26/91 BY SP5 CJS/bce

Oliver Tolson, Chairman

E. A. Glavin, Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

Mr. Tolson
Mr. Clegg

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LBN:HBM

THE DIRECTOR

May 25, 1944

EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. E. A. Tamm, Acers, Rosen, Mumford, Hince, Hendon, Tracy, Ladd, Carson, Coffey, Quinn Tamm, Gurnea and Nichols considered the request of Miss Zoe Mertz to join the Volunteer Port Security Forces, which has been recently organized in Washington.

This is an auxiliary to the Coast Guard, and the volunteers serve a minimum of 12 hours per week. The men wear regulation Coast Guard uniforms while on duty. The women wear the regulation uniform of the Spars while on active duty.

The Executive Conference with the exception of Mr. Coffey felt that this was a matter over which the Bureau could not restrict its employees from joining since the work is carried on purely after working hours on a volunteer basis.

Mr. Coffey felt that our girl could take an oath to the Coast Guard and there might be a possibility that the Coast Guard would secure confidential information from the Bureau. The rest of the Conference felt that the Volunteer Port Security Forces had to do with guard duty and work down on the water front and, accordingly, there would be no possibility of this.

Respectfully,
For the Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 9/26/91 BY SP-1/see

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

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27 JUN 1 1944

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JUL 27 1944

JUL 27, 1944

RE: [REDACTED]

0
The Executive Conference, with Messrs. Glavin, Nichols, Ladd, Coffey, Rosen, E. Tamm, Hendon and Mr. Ford in attendance, today considered a suggestion submitted by Special Agent William Joseph Loran, Jr., submitted in compliance with your letter of March 25, 1944, that because of the Bureau's interest in the aviation field, a census be made of Bureau employees to secure the names of their close relatives covering in the aviation field who could be developed and used as confidential informants.

The members of the Executive Conference in attendance were unanimously opposed to adoption of this suggestion. Various members expressed the opinions that the Agents, through their regular operations, could develop these sources with as much efficiency and reliability and, furthermore, all Agents have heretofore, on various occasions, been urged to submit the names of any persons known to them who might be of value to the Bureau as informants. It was further suggested that such a circular suggestion to all employees, which would include distribution of a request from you to each individual clerk, might result in improper disclosure of the Bureau's interest in such a way that it might be misinterpreted.

If you concur with the members of the conference, there is attached hereto for your approval a letter of acknowledgment to Special Agent Loran.

#323013
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DATE 9/29/91 BY SP8/BJC

Respectfully,
For the Conference
RECEIVED

137 INDEXED
C. A. Nelson
Chairman

66-2554-11

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

W. L. Glavin
Secretary

Handwritten signature and initials.

WRE:AD

THE DIRECTOR

MAY 24, 1944

THE EXECUTIVE CONFERENCE

SUGGESTION #99

The Executive Conference, consisting of Messrs. E. A. Tamm, Curnea, Coffey, Hendon, Tracy, Acers, Rosen, Nichols, Ladd and Glavin, considered a suggestion by SAC Sears that both copies of leave slips be rubber stamped with the signature of the SAC and initials can be placed beside the stamp.

This matter was brought up by SAC Sears at the SAC Conference and the following members of the SAC Conference voted for the suggestion: Sears, Hottel, Stein, Groul, Euhnel, Rhodes, Belmont, and Abbaticchio. The remainder of the SAC Conference opposed the suggestion.

The Conference was advised by Glavin that there is absolutely no reason why both copies of leave slips could not be rubber stamped. It would save certain of the work of the SAC in automatically signing his full name to such leave slips which would result in a considerable saving of time in the larger offices. The Conference recommends approval of this suggestion.

Should the Director approve the Conference recommendation, appropriate manual changes will be made.

Respectfully submitted,
FOR THE CONFERENCE

#323013
ALL INFORMATION CONTAINED
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DATE 9/26/97 BY SP5CJ/bce

Clyde Tolson, Chairman

E. A. Glavin, Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starks _____
Quinn Tamm _____
Nease _____
Gandy _____

cc: Mr. Tolson
Mr. Clegg

70 JUN 1 1944

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INDEXED

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LAH:JD

May 20, 1944

#323013
ALL INFORMATION CONTAINED
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DATE 8/26/99 BY SP5CJ/bco

THE DIRECTOR

The Executives' Conference considered the recommendation of the Training Division that twelve outstanding Special Agents in the field of police contacts and police training be selected for training for a period of nine weeks in traffic law enforcement work so that they might be available to handle assignments before local police training schools on traffic subjects. A detailed curriculum is attached. It would include attendance at the three-week session of the FBI National Academy and six weeks of intensive traffic enforcement technique and teacher training.

Several objections were voiced in opposition to this recommendation as follows:

1. This is not the time to expand into the local police traffic instruction field.
2. We should stick to the IPI course at Washington exclusively in traffic enforcement matters; otherwise there will be too much expansion and we run the risk of having a large number of FBI traffic experts operating locally in local police schools.
3. Traffic law enforcement is too remote from FBI jurisdiction to justify training local police officers in the proper handling of their traffic law enforcement duties.
4. Local Selective Service Boards might be unfavorably affected if they observed them being devoted by ~~selected~~ FBI representatives to local police schools in traffic matters.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____

Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____

Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____

Miss Gandy _____
Mr. Glavin _____

The FBI should restrict its traffic law enforcement instruction to the FBI National Academy and keep out of local police training fields except where instruction might be attached to the FBI Law Enforcement Conference. Our appropriations do not provide for local police training in the traffic field.

With reference to the arguments in opposition to the recommendation, the following points were made in favor of the recommendations:

It is necessary to keep the police controlled internally and FBI assistance through training schools is effective. The police have been weakened by Selective Service and they will appreciate help given at this time.

Mr. Glavin
1944

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RECORDED
INDEXED
H. H. H.

The day will come when we will need support when Federal agencies are being curtailed in appropriations. The police will be our supporters in direct proportion to the influence which we exert through our activities. Local police training is a powerful factor in developing friendly support.

By engaging in traffic law enforcement training, the FBI is extending its sphere of influence and is obtaining additional recognition from quarters previously untouched. This has been demonstrated in recent expressions of commendation and cooperation as well as a solicitation of FBI services by such organizations as Yale University, the National Traffic Conference, the State Safety Conference, which are now inviting SACs to speak, the Eno Foundation for Highway Traffic Control which recently became the first national foundation to ask the Bureau to represent law enforcement in an annual meeting on traffic matters, the President's National Conference on State and Highway Safety which recently appointed Mr. Wilbur Smith a member of this highest national traffic body because of his connection with the FBI and with Yale University.

2. There is nothing wrong with proper, conservative and controlled expansion. The instructional work which had to do with traffic law enforcement would never be more than a reasonable part of our total participation in local police training schools. In Connecticut schools recently established by SAC Gleason approximately ten per cent of the instruction is on traffic and we were unable to handle it by FBI instructors. In this critical state where the state police do have qualified and trained traffic instructors we handled this situation through Mr. Wilbur Smith of Yale who handled all the traffic subjects on his own time without charge of any kind to the police and who paid his own expenses. It would be infinitely better if we had a group of highly trained Agents who have had a traffic law enforcement background. There are such men in the Bureau who simply need additional specialized training.
3. Traffic is not a remote phase of law enforcement but is such an important one that from thirty to ninety per cent of law enforcement personnel and equipment are devoted to this work. If the FBI is to train police in police work the it cannot logically neglect a major portion of the local police problem. The criticism that we have no jurisdiction applies equally well to our training work locally in the handling of murder, burglary, robbery, arson and other local law enforcement problems.
4. We can overcome any possible draft board objections by using mature Special Agents as instructors. It would be undesirable to use other than mature men for other reasons.
5. There is need at present for a decision on a fundamental question as to whether we should participate at all in local police traffic training. We have already

participated in many places in local police training schools in which traffic has been taught. For years Northwestern University has dominated the traffic instruction picture. During the past two years we have been taking over a great deal of the traffic instruction training where we had a qualified instructor or where we could find a local police officer sufficiently qualified. All that is now being recommended is that having the job to do we train Agents to do it. If we do not participate in local police training programs to the extent of handling traffic law enforcement training, as well as other local police training, we must face the fact that someone else will do it and that organizations like Northwestern University and Purdue University will capitalize on our lack of participation.

6. The argument that we do not ask specific appropriations applies no more to local traffic training than to other local police training. It is not believed that any have been opposed to local participation in local police schools but that, on the other hand, the reaction of everyone concerned has been favorable.

There are added positive arguments in favor of providing qualified personnel to participate in the local police training schools on traffic law enforcement matters as follows:

1. This participation creates good will toward the Bureau on the part of the police and increased respect for the Bureau on the part of local, county, state, and national organizations interested in safety.
2. There is a definite need for training on the part of the police. Although Northwestern University Traffic Institute is leading the field, they are providing scant coverage. On the other hand, if a police chief asks where he can go for traffic training, he naturally thinks of Northwestern. The death and injury toll is tremendous and any contribution which the FBI can make toward reductions in deaths and accidents would be a substantial contribution to our national welfare. There is a federal organization sponsoring domination in the field of traffic engineering. This is the Public Roads Administration, which has no interest and desires no interest in the enforcement phase. A number of educators, engineers and others have indicated the need for an official federal organization to take an interest in enforcement phases of traffic work. Among these has been Robert Harbord J. Dashi, Director of the Center for Safety Education, New York University.
3. We have had incidents of attempts by private organizations to participate in traffic enforcement training for profit. Former Inspector A. B. Moore of the New York State Police now offers such training. Northwestern University Traffic Institute will do such training on a commercial basis with some free instruction if they cannot obtain payment. Recently Albert Leaton, Director of the Institute of Government of North Carolina was approached by Northwestern University with the proposition that they would put on traffic training schools at Chapel Hill. We learned that Northwestern was very anxious to hold a training school in traffic at Chapel Hill because, as Mr. Tallich, Acting Director of Northwestern, once quoted, "We have never been able to get a football in North Carolina."

Further, after some suggestions from us, indicating some possibilities in a program with Northwestern. Carlson has now asked us to assist him by putting on a lecture session for local officers at Chapel Hill this summer. This is a specific test of our ability and desire to assist local officers in their traffic duties.

4. Local traffic law enforcement training offers the ILL an opportunity for cooperative expansion of ILL influence among important groups which have not previously been closely associated with us. These include all of the safety groups, the national safety council, the State Safety Councils, the universities doing safety education work and the educational organizations. Also, there are numerous commercial interests which would recognize increased ILL interest in safety work. All of the automobile, rubber, chrome, petroleum and related interests are vitally concerned with safety and their appreciation of our activity in promoting safety through the training of law enforcement officers would certainly not be harmed by this program.

RESOLUTION: The Executive Conference, considering the above, voted as follows:

In favor of the recommendation: Mr. Kline and Mr. Jones. Mr. Glavin, who did not attend the conference, had previously indicated his approval also.

Approved: Elmer Tolson, Chairman, Ladd, Nichols, Rosen, Tracy, Egan, Carson, and Quinn Tamm.

E. J. Glavin
Respectfully,
FOR THE COMMISSION

Elmer Tolson
Chairman

E. J. Glavin
Secretary

GWH:vv

May 26, 1944

THE DIRECTOR

Re: Automobiles for Bureau Offices
at Lisbon, Portugal and Madrid, Spain

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Coffey, Tracy, Quinn Tamm, Carson, Hendon, Mumford, Gurnea, Acers, and Hince considered the matter of furnishing automobiles to the Bureau's representatives at Madrid, Spain and Lisbon, Portugal.

Mr. Carson pointed out to the Conference that public transportation facilities in both of these cities are practically nonexistent. The street cars are practically useless and buses have stopped completely because of the gasoline shortage. No taxis are available. Our representatives are spending several hours each day walking in an attempt to make only the most essential contacts. Diplomatic officials are allowed a small quantity of gasoline sufficient for official business. The representatives of the State, War, and Navy Departments have automobiles available for their use and the post reports for these cities state that an automobile is virtually a necessity for officials.

Mr. Carson advised the Conference that an inquiry had been made of the United States Dispatch Agent in New York and it had been ascertained that the ocean freight on an automobile to Spain or Portugal would be approximately \$500.00 and that it would take approximately two months to ship an automobile to our representatives. It was further pointed out that it would be more impractical to purchase an automobile in Spain or Portugal, as any car in running condition would cost at least \$5,000.00.

RECOMMENDATION:

The Conference unanimously recommends that Bureau automobiles be shipped to our representatives in Madrid, Spain and Lisbon, Portugal.

Respectfully
For the Conference,

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

W. H. Clevin

RECORDED

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DATE 9/26/91 BY 8501/bce

JUN 1 1944

April 15, 1944

SUGGESTION: SAC Pieper

It is suggested that, if it is not already being done and I will qualify that with the fact that the Bureau has given consideration to the problem possibly, immediate efforts be made to furnish to the field some visual type of instruction means for clerical employees and for police conferences, in view of the fact that the trends today are towards visual and oral education. This is merely to supplement the speaker.

ADVANTAGES:

1. We would thus be maintaining our leadership in two fields of instruction.
2. We may beat others to this type of instruction and maintain that leadership.
3. It goes for uniformity in instruction.
4. It enables the Bureau Supervisory staff to give adequate and uniform instructions to the field and law enforcement.
5. It is progressive.

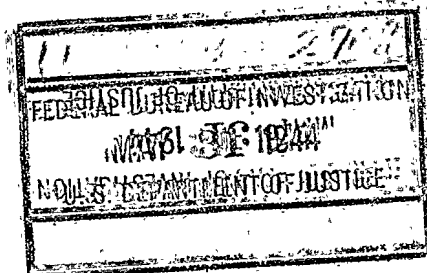
DISADVANTAGES:

1. It is mechanical.
2. The influence of the speaker is gone.

VOTE:

For: Unanimous

RECORDED



Tolson _____
E. A. Tamm _____
Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Acers _____
 Carson _____
 Harbo _____
 Hendon _____
 Mumford _____
 Starke _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

MEMORANDUM: The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Acers, Nichols, Carson, Coffey, Tracy and Glavin, in considering this, reports that the policy of furnishing halopticon projectors has been previously considered and approval has been recommended that one such halopticon projector be furnished to each field division.

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DATE 9/26/91 BY SP2/bcc
7. 3. Glavin

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MEMO

THE DIRECTOR

May 31, 1944

EXECUTIVES' CONFERENCE

The Executives' Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, C. Tamm, Coffey, Nichols, Hendon, Ladd, Mumford, Gurnea, and Acers, considered the advisability of extending an invitation to attend the National Academy to James Sullivan, Sheriff elect of Dade County, Florida. For the Director's information, John Montgomery advised Mr. Nichols, in the absence of the Director and Mr. Tolson, that Sullivan won the election for Sheriff of Dade County by the greatest plurality that any candidate had ever had in being elected Sheriff of that county. Montgomery advised that Sullivan had been a traffic officer for a number of years and that he is extremely desirous of attending the National Academy so he can do a good job when he takes over as Sheriff on January 1. Montgomery was extremely anxious to see Sullivan admitted to the National Academy feeling that it would give Dade County greater protection.

Mr. Nichols pointed out to Montgomery that Sullivan would not be eligible for the Academy since he is not in law enforcement at the present time. Montgomery stated he would have Sullivan appointed either to the Miami Beach or the Miami Police Department immediately for the purpose of making him eligible to attend the Academy.

The Conference was unanimously of the opinion that an invitation should not be extended to Sullivan pointing out that Sullivan would not have been elected by such a wide margin by the citizens of Dade County had they not known or felt very strongly that he would permit the county to run as it had in the past. It was further felt that attendance at the National Academy would not alter his future activities in view of the obligations and commitments which he undoubtedly made during the campaign.

If the Director concurs, it is suggested that Mr. Nichols advise Mr. Montgomery personally that the coming sessions of the National Academy are already filled. Montgomery will be at the Savoy-Plaza Hotel in New York until Wednesday, May 31, and at the Carlton Hotel in Washington from May 31 to June 3.

Respectfully,
For the Conference
RECORDED
INDEXED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY 8501/6 ce

cc - Mr. Tolson
Mr. Glavin

70 JUN 1 1944

THE DIRECTOR

May 31, 1944

EXECUTIVES' CONFERENCE

The Executives' Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Quinn Tamm, Coffey, Nichols, Hendon, Ladd, Mumford, Gurnea, and Acorn, considered and approved the following departments to be added to the alternate list for the next session of the National Academy. Applications have been received from these departments since the list for the July session was considered by the Executives' Conference.

Saginaw, Michigan, Sheriff's Office - James Hanson, County Detective
San Mateo, California, Police Department - Robert L. O'Brien, Chief of Police
Monticello, Florida, Police Department - Alfred Foster, Chief of Police
Nebraska Highway Patrol - Harold Smith, Lieutenant
Omaha, Nebraska, Police Department - Larry Green, Captain
Utah State Highway Patrol - Peter Lorenzo Dow, Superintendent
Madona, California Sheriff's Office - Ray H. Andrews, Chief Deputy Sheriff
Knoxville, Tennessee, Police Department - Joseph F. Morris, Detective
Belleville, Illinois, Police Department - Herbert G. Uhley, Lieutenant
Indianapolis, Indiana, Police Department - Kenneth Luke, Corporal
Durban, California, Police Department - Elmer H. Adams, Chief of Police

If the Director concurs, the above departments will be added to the alternate list of these departments to be extended invitations.

Respectfully,
For the Conference

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Clyde Tolson
Chairman

166-2554-2710
JUN 1 1944

W. R. Glavin
Secretary

cc - Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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THE DIRECTOR

THE EXECUTIVE CONFERENCE

May 29, 1944

#323013
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DATE 9/26/99 BY SP5/VBC

Members present: Messrs. E. A. Tamm, Acers, Gurnea,
Humphord, Hendon, Carson, Coffey, Quinn Tamm, Nichols and Glavin.

It was pointed out to the Conference that an effort had been made to make arrangements with the Public Buildings Administration to furnish a number of employees who could be assigned to the Identification Division for the purpose of cleaning file cabinets et cetera since the regular cleaning force assigned to the Identification Division handling the regular clerical duties is not sufficient or authorized to clean inside of file cabinets. Advice was received from the Public Buildings Administration officials that it would not be possible to furnish such people to the Bureau even though salaries were paid by the Bureau because of the acute shortage of such help.

The Conference, therefore, recommends that every effort be made by the Bureau to employ at least six colored men or women to be assigned to cleaning duties in the Identification Division. Should the Director approve, appropriate steps will be made to secure such personnel.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

CC: Mr. Tolson
Mr. Clegg

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Quinn Tamm
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

JUN 2 1944

I am greatly concerned as to why such conditions were allowed to develop if supervisors had been making regular inspection such files would not have accumulated. The 198 employees must clear up their own desks + cases H.

166-2554-2711
JUN 1 1944

RECORDED

INDEXED

MVA:MMH

THE DIRECTOR

MAY 30, 1944

EXECUTIVE CONFERENCE

Suggestion No. 179

Employee: SA Claude H. Combs

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Q. Tamm, Ladd, Coffey, Nichols, Hince, Tracy, Carson, Hendon, Mumford, Gurnea, and Acers, considered the suggestion of SA Claude H. Combs that copies of a ~~removal~~ complaint and ~~warrant~~ be set forth in the Bureau Manuals.

For the Director's information, Agent Combs points out that although the preparation of the removal of complaint and warrants is the responsibility of the U. S. Attorney and in some cases the U. S. Commissioner that the forms do not appear in the handbook furnished all U. S. Commissioners and upon many occasions Special Agents are required to prepare such removal complaints and warrants.

The Executive Conference felt that since this is not the Bureau's responsibility that the forms should not be set forth in the Bureau Manuals. This information is afforded New Agents during their training course. The Conference further felt that it would be undesirable to suggest to the Department that the information be set forth in the handbook furnished all U. S. Commissioners inasmuch as the responsibility for the preparation of removal complaints and warrants is specifically that of the U. S. Attorney.

If the Director concurs, a letter has been prepared thanking Agent Combs for his suggestion.

Respectfully,
For the Conference

RECORDED
INDEXED

Clyde Tolson
Chairman

166-2554-2712
20 JUN 1 1944

cc: Mr. Tolson
Mr. Clegg

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/30/91 BY SP5/66

2 1944

LBN:HBH

THE DIRECTOR

May 31, 1944

EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Tracy, Ladd, Rosen, Hendon, Glavin, Carson and Nichols considered Mr. Quinn Tamm's suggestion to the effect that all material in the Identification Files be destroyed after the elapse of one year.

Following this suggestion a survey was made of the material, and according to Messrs. Tracy and Quinn Tamm very little reference is made to the material. For the most part material in the Identification Files consists of requests from police departments for fingerprints and other supplies, yellows of outgoing letters advising no record in criminal cases (whenever there is a criminal record a note is made and a copy of the yellow filed with the jacket), movements of prisoners, photographs of criminals, disposition sheets and other material.

To be specific, the following is a brief summary of the contents of the file of Fayetteville, Tennessee Police Department, which contains the following documents: a number of outgoing letters advising no record of criminals, a wire advising of the identification of latent fingerprints, a request for fingerprint cards, a return of duplicate fingerprints, a request for penalty envelopes and National Defense cards, copies of criminal record, a letter requesting the return of individual fingerprints, a letter transmitting photographs and fingerprints of criminals, a telegram expressing regret and not furnishing identifying criminal data, a telegram advising of the identity of a criminal.

There are attached hereto several files picked at random.

The Conference unanimously recommended that all material in the Identification Files be destroyed after the elapse of one year with the exception of files of foreign sources and other Federal agencies. This will free approximately 230 file cabinets.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Nichols stated that to secure authority to destroy such material it is necessary for the Department first to take the matter up with the archivist. An inspection is made of the material, and then he makes a report to the Senate Committee on Useless Papers, who in resolution authorize the destruction of the files.

#373013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY SP-5/165

Memorandum for the Director

If approved, a memorandum is attached to Mr. Cannon.

*Respectfully,
For the Conference*

Clyde Tolson, Chairman

W. R. Glavin, Secretary

*cc - Mr. Tolson
Mr. Clegg*

May 31, 1945

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY 3050/bce

EGH:PW

THE DIRECTOR

At the present time all investigations relative to Communist matters as well as subversive activities dealing with other nationality groups are filed under classification 100. Mr. Curnea recommended that a new classification be set up for Communist matters which are opened in the future. He felt that this would relieve the Bureau and the field of the confusion now existing in view of the fact that all subversive activities are grouped into the 100 classification.

After Conference discussion and study, it was unanimously recommended by Messrs. Tolson, Curnea, Mumford, Ladd, Hendon, Acers, Nichols, Coffey, Hince, Carson and Tracy that all Communist cases opened in the future be filed in the 100 classification, that this classification be limited solely to Communist matters and that after July 1, 1945, no other types of subversive activities be given the 100 file number. It is felt that since the bulk of the 100 classification files are presently Communist matters and since this type of case remains pending over a longer period of time, it would be better to keep this classification for Communist cases rather than to assign a new classification which would lead to a larger number of consolidations.

The Conference further recommends that after July 1, all cases of subversive activities other than Communist matters be given separate classification numbers with a number being provided for each major nationality group, such as German, Japanese and Italian. This will eliminate the present use of letters to represent nationality groups and in the future the nationality could be determined from the file number. If these recommendations are approved, appropriate classification numbers will be assigned and instructions issued to the field. The recommendation of course does not contemplate a change-over of any of the presently existing files since this would cause a tremendous amount of clerical work which is prohibitive.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

RECORDED

&
INDEXED

Clyde Tolson
Chairman

W. A. Glavin
Secretary

WRG:RJ
THE DIRECTOR
THE EXECUTIVE CONFERENCE

May 29, 1944

The Executive Conference, consisting of Messrs. E. A. Tamm, Nichols, Quinn Tamm, Coffey, Ladd, Hendon, Mumford, Rosen, and Glavin considered the attached suggested bulletin to be submitted to the field covering the transportation of household goods and personal effects - storage charges.

For the Director's information, a number of Agents do not understand the Household Goods and Personal Effects Statute and are requesting reimbursement for storage charges when under the Comptroller General's decision it is not possible to defray such charges.

It is felt it would be most desirable to have a bulletin covering this particular subject go forward to the field, and the Conference therefore recommends approval of the attached suggested bulletin.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY 8932/ke

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED & INDEXED
176

cc Mr. Tolson
Mr. Clegg

166-2554-2715
F B I
29 JUN 2 1944

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

53 JUN 2 1944

Household Goods of Employees

May 31, 1944

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY SP5CJ/bce

ROH:DE

THE DIRECTOR

At the present time the Searching Unit of the Records Section has instructions in handling name searches for the Visa and Exit Control Section of the Bureau to search only under the exact name furnished the Records Section. For example, if the Records Section is requested to search the name of John D. Doe, references to J. Donald Doe or John Donald Doe will not be furnished. This has been done in order to expedite the work and upon the theory that the most complete name available should be furnished to the Bureau at the outset.

This offers opportunity of embarrassment to the Bureau since the names handled on the Visa and Exit Control work are also checked through the indices of C-1 and C-2. They are able at the present time to make a complete name search handling all variations and combinations of names and initials. If we do not adopt the same policy, it is possible that after we have advised that we have no record on an individual, C-1 or C-2 will advise that we have conducted an investigation of the subject concerned.

The Conference consisting of Messrs. Tolson, Gurnea, Mumford, Ladd, Hendon, Rogers, Nichols, Coffey, Kince, Carson and Tracy accordingly unanimously recommends that we immediately institute the practice of searching all variations of the names furnished from the Visa and Exit Control Section. There are but about 200 of these per day and the additional amount of work involved will not be great.

Respectfully,
For the Conference
29 JUN 2 1944

Clyde Tolson, Chairman

E. H. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC - Mr. Clegg

LPG:AF

May 22, 1944

Sugg. No. 48

Employee: Radio Operator Pierce G. Siefert
San Diego, California

MEMORANDUM FOR THE DIRECTOR

Members present: Tolson, E. A. Tamm, Ladd, Carson,
Coffey, Glavin, Burns, Hince, Ladd, Rosen, and Tracy.

Employee suggests: That the lessons and examination
papers of radio operators participating in the Bureau's
correspondence course be returned to the radio operators
after correction, as a valuable reference.

RECOMMENDATION: The Conference was unanimously of the
opinion that this was worthwhile and had sufficient over-all
merit to offset the one possible disadvantage that radio
operators might tend to "pass around" these corrected lessons.
Accordingly, the Conference recommends adoption of this
suggestion. If the Director concurs, appropriate instructions
will be issued.

Employee advised by letter.

#323813
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 9/26/94 BY SP5/MLC

Respectfully,
For the Conference

Clyde Tolson, Chairman

cc-Mr. Tolson
Mr. Clegg

E. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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35 JUL 2 1944
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ME:pb

THE DIRECTOR

May 20, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. S. A. Tamm, Curnee, Ladd, Hendon, Nichols, Carson, Coffey, Kince, Tracy and Glavin, considered the elimination of the night shift in the Health Service of the FBI.

For the information of the Director, the Bureau Health Service in this building is open from 8:30 A.M. to 9:30 P.M. Experience has shown that it is desirable to have the Health Service open at 8:30 A.M. because many employees report for treatment before going to work and they are very busy between 8:30 and 9:00 A.M. It has also been found desirable to keep the Health Service open at least until 6:30 P.M. because many of the day shift employees appear for final treatment after termination of the day's business. However, between the hours of 6:30 P.M. and 9:30 P.M. there is a negligible amount of business. For the last three months figures show that the average number of treatments during this period of time is from five to six daily and these calls are for routine treatment and not emergencies. Of this number, fifty per cent of the calls represent day shift employees who are working overtime and appear for a final treatment before going home and these employees could very easily get treatment before 6:30.

We are having considerable difficulty in securing a full nursing staff for our Health Service. At the present time, with the illness of Mrs. Skilling, it has not been possible at all times to completely man our Health Service in this building until 9:30 P.M.

It was further noted that there are only 96 employees assigned to the night shift in the Department of Justice Building. Mrs. Skilling believes that more effective use could be made of the personnel by having the Health Service close at 6:30 P.M. The hours of the Health Service at the Armory are from 9:00 A.M. to 6:30 P.M.

The Conference, therefore, recommends that the hours of the Health Service in the Department of Justice Building be reduced from the present 8:30 A.M. to 9:30 P.M., to from 8:30 A.M. to 6:30 P.M.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/26/94 BY SP5CJ/bce

RECORDED

INDEXED

Respectfully submitted
MAY 24 1944

Clyde Tolson, Chairman

A. R. Glavin, Secretary

FEDERAL BUREAU OF INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

ENC:PF

April 29, 1944

THE DIRECTOR

At the Conference April 29, 1944, Mr. Coffey presented a proposed revision of the Bureau's sub-manual on technical equipment, Manual together with a distribution list of the number to be sent to each field office.

The Conference was advised that this revision consisted wholly of minor changes and improvements in the wording of the manual together with the addition of several new pieces of equipment since the manual was first issued.

The Conference consisting of Messrs. Hendon, Tracy, Gurnea, Carson, Coffey, Acers, Hoan, and Mumford was unanimous in approving the revision and its distribution to the offices as indicated.

Respectfully,
For the Conference

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/30/91 BY SP5CJ/bce

Clyde Tolson, General

cc-Mr. Tolson
Mr. Clegg

H. R. Glavin, Secretary

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| 66-2554-2712 |
| FEDERAL BUREAU OF INVESTIGATION |
| JUN 2 1944 |
| U. S. DEPARTMENT OF JUSTICE |

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Vohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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107

ORIGINAL COPY FILED IN 66-16160-1

CST:js

June 1, 1944

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Glavin, Carson, Hince, Coffey, Nichols, Hendon, Gurnea, Mumford, Acers and Tracy, considered a suggestion of Samuel S. Taylor of the Identification Division that Fifty War Loan Bonds purchased by Bureau personnel be pledged towards the purchase of several jeeps, a tank, a light bomber, or other essential equipment for the armed forces, and that the pledged items be placed on display on the grounds surrounding the Army, a short ceremony being held at which time the Director would present the items to the designated agencies.

The Conference was unanimously of the opinion that Mr. Taylor's suggestion was impractical.

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY SP5CJ/bce

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. E. Glavin, Secretary

cc - Mr. Tolson
Mr. Glavin
Mr. Carson
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
INDEXED
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166-3554-52
JUN 2 1944

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

MAY 31, 1944

RCH:DW

MEMORANDUM FOR THE DIRECTOR

At the present SIS field offices use classification numbers different from those used domestically for the same type of case. In the SIS field, espionage is 1, sabotage is 2. In the domestic field, espionage is 65, sabotage is 98. The first espionage case in Mexico is filed there under file number 1-1, the first sabotage case is 2-1. Assuming these were the first two SIS cases received at the Bureau, they would be classified and filed as 64-20000 and 64-20001. All SIS files at the Seat of Government are given a 64 classification and filed numerically regardless of the type of case or the country from which it originated. Cases received at the Seat of Government from the domestic field are of course filed in numerical order by classification, for example, all espionage cases bear a 65 classification and all sabotage cases a 98 classification. Thus presently an espionage case arising in an SIS field office will be filed there under 1 and at the Seat of Government under 64, while an espionage case from a domestic office will be filed there and at the Seat of Government under 65.

In his inspection of SIS, Mr. Gurnea recommends that all matters arising in SIS should bear the same classifications as domestic files, that an espionage case should be filed everywhere under 65. In addition he recommends that SIS files at the Seat of Government should be broken down first by country and then by classification. For example, all espionage cases in Mexico would be filed in the Bureau's files in one place numerically as MEX 65-1, MEX 65-2, etc. Those from Cuba would be filed separately as CU 65-1, CU 65-2. This would enable us at the Seat of Government to pull all pending espionage or all pending cases of other types from any one country.

The Executive Conference discussed and studied this and agrees in principle that both of the above recommendations are sound but administrative difficulties arise in accomplishing the purpose.

Messrs. Egan, Nichols, Gurnea and Hendon have considered this matter and are in substantial agreement that the purpose can be accomplished with administrative efficiency by the adoption of the following procedures suggested by Mr. Egan:

RECORDED

66-2554-2721

FEDERAL BUREAU OF INVESTIGATION

JUN 30 1944

U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/12/83 BY SP5 RJG/Bary

#328,287

61 OCT 8 1944

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1. The same classification numbers will be used for SIS files in the field and at the Seat of Government as are used in the domestic field. Where necessary additional classification numbers will be added to the present 104.

2. All SIS files will be filed in the field and at the Seat of Government numerically by classification number, those at the Seat of Government being interspersed in their regular numerical order with domestic files.

3. A third abstract will be used on all SIS mail and reports. This abstract showing the country of origin will be filed first by country, secondly by classification number and thirdly by file number. Thus through these abstracts all espionage matters arising in Mexico may be located immediately.

It is recommended that these procedures be adopted to achieve uniformity and great efficiency.

Respectfully,

Robert C. Hendon

I agree. There must be uniformity in all administrative matters.

H.

MEMO

THE DIRECTOR

MAY 31, 1944

EXECUTIVE CONFERENCE

Suggestion No. 120

Employee: SAC Guerin

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Ladd, Coffey, Nichols, Hince, Tracy, Carson, Hendon, Mumford, Curnea and Acers, considered the suggestion of SAC Guerin that it would be beneficial to field offices if index cards referring to colored individuals had some type of symbol on them so that by looking at the index card it could be determined whether the individual referred to is white or colored.

The Executive Conference was unanimously opposed to any regulation providing that this specific information be set forth on index cards inasmuch as present Bureau regulations permit the inclusion of any identifying data on index cards relating to common names; such as, Jones, Brown, etc.

If the Director concurs, a letter to SAC Guerin has been prepared.

Respectfully,
For the Conference

Clyde Tolson
Chairman

cc: Mr. Tolson
Mr. Clegg

E. R. Glavin
Secretary

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY SP-5/bie

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Curnea _____
Mr. Acers _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED

166-2554-27-1
JUN 9 1944

MMA:HD

THE DIRECTOR

May 19, 1944

H. H. CLEGG

Suggestion #49

Employee: SA Harry B. Brown
Jackson, Mississippi

Members Present: Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Ladd, Nichols, Rosen, Carson, Gurnea, Hendon and C. Tamm and Acers.

The Executives' Conference considered the suggestion of SA Harry B. Brown that the Bureau adopt a modification of the present revolver holster used by the Bureau. The modification suggested by Agent Brown included a cut-away area around the rear sight, a narrowed area around the barrel and a narrowed belt loop.

SA Henry L. Sloan, in charge of firearms training at Quantico, studied the photographs of the holster and considered the stated advantages. Mr. Sloan is opposed to the modifications suggested inasmuch as present Bureau holsters are more universally adaptable to all hip sizes. According to Sloan, the cut-away area will cause the leather to break more readily with use and it would be difficult to keep the gun from jolting from the holster. The narrow belt loop will not permit the holster to be tilted forward, thereby slowing the draw.

The conference was unanimously opposed to the suggestion. If the Director concurs, a letter to Agent Brown has been prepared so advising him.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

#3230 13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY SP5C/pe

CC. Mr. Clegg
Mr. Tolson

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
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166-5004-25
MAY 23 1944

MWA:HD

THE DIRECTOR

May 19, 1944

H. H. CLEGG

Suggestion #110

Employee: SA Thomas A. Everson
Detroit, Michigan

Members Present: Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Ladd, Nichols, Rosen, Carson, Gurnea, Hendon, C. Tamm and Acers.

The Executives' Conference considered the suggestion of SA T. A. Everson that the Bureau eliminate the requirement that the full title of a case be set out when changes are made in the title. The conference was unanimously opposed to the suggestion although it was granted that some time might be saved in eliminating this requirement. The confusion caused and the possibility of the title being improperly indexed would more than justify the continuance of the requirement that the full title be set out.

If the Director concurs, a letter to Agent Everson is attached.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7/26/91 BY SP5C/1600

CC. MR. TOLSON
MR. CLEGG

RECORDED
&
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100-2-14-27
JUN 5 1944

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/13/91 BY SP5C/L

FOR THE DIRECTOR

For Maintenance of Radio Station
at Anchorage, Alaska

Mr. Tolson had inquired as to the continued need for the radio station at Anchorage, Alaska, in view of the reduction of work at that point where there are about 105 cases on hand and 7 Special Agents assigned to the office. The present operation of the station requires 4 radio operators.

This matter was discussed with Sid A. G. Goldstein, former Colfax, Conn. 4, and Leary, participating in the discussion. It was his opinion and recommendation of the group that:

- 1 - There is no reason why the Bureau at this time should discontinue
its field office in Algeira.

2 - As long as a field office is maintained in Alaska during war time or emergency times a radio station should be operated in conjunction therewith. The reasons advanced for the latter recommendation are that there are no safe communications existing between Alaska and the United States except those controlled and operated entirely by the Army. It is undoubtedly true that the Bureau could normally make arrangements with the Army to have its communications between Anchorage, Alaska, and the United States handled by the Army over Army circuits. Such an arrangement, however, is considered unsatisfactory.

Fifth, because this would put us in the position of relying on another Government service and our past experience with Army communications in Alaska has been that they make more errors and experience more delays in the transmission of our communications than has been our experience when handling them ourselves.

Second, it is pointed out that in the event of a serious emergency when the FBI could need its communication channels most, that could, probably be the time emergency which would burden the Army circuits with Army business and could undoubtedly result in the Army's denying the FBI access to their circuits during the duration of such an emergency. **RECORDED** **INDEXED** 11-2-51

RECORDED

INDEXED

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
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Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ENCL.

66-3554-2728
FEDERAL BUREAU OF INVESTIGATION
JUN 10 1966
U.S. DEPARTMENT OF JUSTICE

DETERMINATION

on the radio side at a cost of about \$3,000. These two hubs are needed so that in radio operations may live on the radio side. This will provide security of all time in that at least one can hold things so that usually two or all three would be present on the side. Without these two the operators stay in town which is however miles from the radio side and in order to always have one operator at the side for security pumps as it has been necessary to do. 4 employees on this assignment. Not only will the security of the side be greatly increased with 3 operators living there but usually a money saving will be effected over a period of years in that the saving of one operator's salary will gradually pay for the cost of the hubs. One hub would be used for sleeping quarters - the other for eating and living quarters.

The Conference, consisting of Messrs. Hansen, Tracy, Quinn, Carson, Coffey, Rosen, Ladd, and Mumford, on April 29, 1944, unanimously recommended that:

1 - An FBI radio station be maintained at Alaska as long as an FBI field office is maintained there.

2 - That effort be made as soon as possible to reduce existing radio coverage at Anchorage from 24 hours to 16 hours a day and effect a corresponding reduction in the radio personnel from 4 operators to 3 operators, due to the extreme shortage of radio operators.

3 - That in order to accomplish this the Anchorage office be authorized to arrange for the erection of the hub of two Pacific hubs with a total approximate cost of \$3,000.

Respectfully,
For the Conference

Capto Tolson, Chairman

D. R. Glavin, Secretary.

cc-Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

20244

MEMORANDUM

THE DIRECTOR

JUNE 2, 1944

EXECUTIVE CONFERENCE

Suggestion No. 33

Employee: SA Monroe G. Smith

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Glavin, Ladd, Coffey, Nichols, Lince, Tracy, Carson, Hendon, Sanford, Gurnea and Acers, considered the suggestion of Special Agent Monroe G. Smith that in conjunction with the monthly firearms training a period of time be devoted to training in jin jitsu and disarming methods. Agent Smith points out that this training could be worked in with the firearms training period and one or more persons could be developed in each office as experts to give practical instructions.

The Executive Conference was unanimously opposed to the suggestion for several reasons, as follows:

1. Inadequate qualified personnel to handle the instruction in every field office.
2. The possibility of a large number of injuries.
3. Interference with the firearms training program.
4. The extension of the firearms training period--in some cases making firearms training to require two days instead of one day.

It was pointed out to the Conference that jin jitsu and disarming methods are given at In-Service training. In addition to being opposed to Agent Smith's suggestion, Mr. Glavin was opposed to placing disarming methods during In-Service training on the grounds that some personnel would forget the methods taught them prior to the time they had an opportunity to utilize the training in this field.

If the Director concurs with the majority of the Conference, Agent Smith will be thanked for his suggestion. A letter to Agent Smith is attached.

Respectfully,
For the Conference

Mr. Tolson
Mr. Clegg

CLYDE BORDEN
CHIEF OF BUREAU
INDEXED

J. E. Glavin
Secretary

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/91 BY SP5/BCE

166-2554-272

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Lince
Mr. Tracy
Mr. Carson
Mr. Hendon
Mr. Sanford
Mr. Gurnea
Mr. Acers
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Jones
Mr. Mumford
Mr. Quinn
Mr. Nease
Miss Gandy

WFA:103H

THE DIRECTOR

JUNE 3, 1944

EXECUTIVE CONFERENCE

Employee: SA Russell S. Garner
Suggestion No. 183

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Ladd, Coffey, Nichols, Hince, Tracy, Carson, Hendon, Mumford, Gurnea and Acers, considered the suggestion of SA Russell S. Garner that the subject's name, as set forth in the title of reports be supplemented by his date and place of birth in the case of common names.

The Executive Conference recognized certain advantages to Agent Garner's suggestion, but did not feel that it should be adopted inasmuch as the Bureau does not have this information in the majority of cases at the outset of an investigation. Secondly, it would require a great deal of work to review the files, pull index cards and indicate the date and place of birth at some subsequent date upon receipt of the information.

If the Director concurs, a letter so advising Agent Garner has been prepared thanking him for his suggestion.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

W. R. Glavin
Secretary

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/27/91 BY 350/100

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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THE DIRECTOR

June 2, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Curnea, Mumford, Ladd, Hendon, Quinn Tamm, Acers, Coffey and Glavin considered the suggested bulletin to all Special Agents in Charge concerning gasoline rationing coupons, explaining to the Field the arrangements made by the Bureau for the securing of gasoline coupons through the headquarters of the Office of Price Administration and the steps to be taken by Field employees if any inquiry is raised concerning the use of such coupons.

The Conference unanimously approved the suggested communication attached hereto.

Respectfully submitted,
FOR THE CONFERENCE

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Glyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

CU - Mr. Tolson
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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&
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MMH:MMH

THE DIRECTOR

June 5, 1944

EXECUTIVE CONFERENCE

Suggestion No. 134

Employee: SA Thomas Howard Waldron

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, C. Tamm, Ladd, Coffey, Nichols, Hince, Tracy, Carson, Hendon, Mumford, Gurnea and Acers, considered the suggestion of SA Thomas H. Waldron that whenever a lead is restated in the investigative report that in addition to the asterisk indicating restatement, there also be placed in parenthesis alongside the lead the date of the report first containing this lead. Waldron states this would be helpful in reviewing a voluminous file.

The Executive Conference was unanimously opposed to the suggestion inasmuch as such a requirement would merely add to the stenographic burden. The responsibility for the reviewing of a file prior to the dictation of a current report is the responsibility of the dictating Agent. From a practical standpoint, the burden would be placed on the stenographer regardless of the instructions issued. It was not felt that the advantages would warrant the change.

If the Director concurs, a letter has been prepared so advising Agent Waldron.

Respectfully,
For the Conference

Clyde Tolson
Chairman

cc: Mr. Tolson
Mr. Clegg

Attachment

W. R. Glavin
Secretary

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32 JUN 7 1944

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ALL INFORMATION CONTAINED
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DATE 9/27/91 BY SP5/BCE

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EX-3

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

8
MWA:IRMH
THE DIRECTOR

JUNE 5, 1944

6 EXECUTIVE CONFERENCE

Suggestion No. 186
Employee: SA Dante DeLillo

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Tamm, Ladd, Coffey, Nichols, Hince, Tracy, Carson, Hendon, Mumford, Gurnea and Acers, considered the suggestion of SA Dante DeLillo that the name of the Agent to whom a case is assigned be written in pencil on the file folder in the file drawer. DeLillo points out that this would enable the Chief Clerk to determine to whom a case was assigned when the file itself could not be located.

The Executive Conference was unanimously opposed to the suggestion for the following reasons:

1. More work for the Chief Clerk's Office.
2. Possible inaccuracies in the event the case is reassigned.
3. The Agent to whom the case is assigned may not know the whereabouts of the file as the file is only removed from the folder without a charge-out slip when it is pulled on a tickler for the SAC or field supervisor.

If the Director concurs, a letter to Agent DeLillo thanking him for the suggestion has been prepared.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/27/91 BY 8801/bee

W. B. Glavin
Secretary

161-2554-2727
32 JUN 7 1944

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

170 JUN 8 1944

June 3, 1944

JHL:PLS

THE DIRECTOR

The Executives Conference, with Messrs. E. A. Tamm, Quinn Tamm, Nichols, Coffey, Tracy, Hendon, Acers, Ladd, Carson and Mumford in attendance, today considered a suggestion submitted by Miss Helen Wickert, Stenographer, Albany Field Division, that arrangements be perfected between the Bureau and the armed forces for the placing of a stop against the discharge of persons who have been subjects of Bureau Security Index Cards, and that each Field Office maintain an index of subjects currently in the armed forces and make periodic checks to ascertain if they have been returned to civilian status so that our investigation may be resumed.

As you know, the Bureau advises the Intelligence Service of the Army or the Navy whenever the subject of one of our investigations is determined to have entered the armed forces and at that time specifically requests that the FBI be advised should that individual be discharged for any reason. The Field has been advised of this procedure but apparently Miss Wickert, being a stenographer, was not cognizant. It is not believed an index of these persons would be justified. Should the Army or Navy overlook advising us of the discharge of such an individual, it is felt that if the person were of any consequence it would come to the attention of the Bureau within a reasonable length of time, resulting in a check to verify the individual's status.

The above was the unanimous opinion of the Conference and if you concur there is attached for your approval a letter to Miss Wickert.

Respectfully
For the Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/27/91 BY SP3/PLS

G. A. Tolson
Chairman

W. R. Glavin
Secretary

Attachment

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Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
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Gandy _____

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32 JUN 8 1944

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7-37

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MEG:WGR

April 24, 1944

MEMORANDUM FOR THE DIRECTOR

RE: SIS CLERICAL SCHOOL

On Saturday, April 22, 1944, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Mumford, Gurnea, Acers, Rosen, Q. Tamm, Carson, Glavin and Nichols considered the attached recommendations for the SIS Clerical School.

The conference was unanimously in favor of these recommendations.

Respectfully
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

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DATE 9/27/81 BY SP5CJ/KCE

Attachment

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EX-20

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| 66-2554-2751 |
| FEDERAL BUREAU OF INVESTIGATION |
| JUN 8 1944 |
| U. S. DEPT. OF JUSTICE |

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MEMORANDUM

THE DIRECTOR

JUNE 5, 1944

EXECUTIVE CONFERENCE

Suggestion No. 187

Employee: Mr. James H. Morrow, Jr.

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, C. Ladd, Coffey, Nichols, Minoc, Tracy, Carson, Hendon, Mumford, Turner and Acers, considered the suggestion of Mr. James H. Morrow, Jr. that the Bureau obtain a list of the states which have passed laws enabling the establishment of a birth record by the filing of the proper affidavit with a designated agency in the respective states.

For the Director's information, the Bureau recently published in bulletin form a list of states maintaining vital statistics and the dates when such vital statistics bureaus were established. Agent Morrow points out the possibility that a birth may be recorded subsequent to the establishment of the vital statistics bureau.

The Executive Conference was unanimously opposed to the suggestion inasmuch as that on occasions when such information would be desired, it would be set out in an investigative lead regardless of the date when vital statistics were first recorded in any state wherein it was felt that the subject or fugitive was located.

If the Director concurs, a letter to Agent Morrow has been prepared thanking him and so advising him.

Respectfully,
for the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

RECORDED
&
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W. D. Glavin
Secretary

#323013
ALL INFORMATION CONTAINED
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DATE 9/27/91 BY SP-5/BCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

INTA:MMH

THE DIRECTOR

JUNE 8, 1944

0 EXECUTIVE CONFERENCE

Suggestion No. 124

Employee: SA Frederick A. Heber, Jr.

The Executive Conference, consisting of Messrs. Tolson, Ladd, Glavin, C. Tamm, E. A. Tamm, Coffey, Hendon, Mumford, Turner and Acers, considered the suggestion of SA Frederick A. Heber, Jr. that the hip shooting course be revised to give Agents training in walking and shooting at a target.

The Executive Conference was unanimously opposed to the suggestion in view of the added danger in firearms training and felt that the principles of shooting involved were identical.

If the Director concurs, a letter to Agent Heber is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

CC: Mr. Tolson
Mr. Clegg

E. A. Glavin
Secretary

Attachment

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JUN 9

MEMORANDUM

TO: DIRECTOR

JUNE 6, 1944

C
EXECUTIVE CONFERENCE

Suggestion No. 37

Employee: SA John F. Lutey, Jr.

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Clegg, Ladd, Coffey, Nichols, Rince, Tracy, Carson, Hendon, Mumford, Curran and Acers, considered the suggestion of SA J. F. Lutey, Jr. that new Agents as well as Agents who have not previously testified be permitted to attend actual cases on trial for the purpose of observing the functions of the court, as well as the actions of the defense attorneys.

The Executive Conference was unanimously opposed to the suggestion. Mr. E. A. Tamm pointed out that to adopt such a rule permitting Agents to attend cases on trial would open the door to serious abuses and the Bureau would find itself in the position of having a number of Agents sitting in court as spectators at all times.

If the Director concurs, a letter thanking Agent Lutey for his suggestion has been prepared.

Respectfully,
for the Conference

Clyde Tolson
Chairman

cc: Mr. Tolson
Mr. Clegg

M. R. Glavin
Secretary

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JUN 9 1944

#323013
ALL INFORMATION CONTAINED
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DATE 9/27/94 BY 8-SC/BCE

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Mohr
Carson
Hendon
Mumford
Jones
Quinn Tamm
Nease
Gandy

EFG:AF

February 7, 1944

THE DIRECTOR

The Executive Conference on February 5 considered the proposal, presented by Mr. Coffey, of Messrs. Blackburn and Laroyeux that the coding system used in SIS be changed and a new cipher system designed by Blackburn and Laroyeux be adopted to replace the present system. Mr. Coffey advised that the security of the present system and the new system is the same. Aside from the security question he listed the advantages and disadvantages of the new system as follows:

ADVANTAGES:

1. The elimination of a bulky code book, in that the new system uses instead of the code book an alphabet disk such as is attached, or an alphabet slide rule.
2. It is believed that the new system will more easily permit reconstruction of garbled words for the reason that it is alphabetical rather than numerical.

3. It is believed the new system will

Mr. Tolson permit more rapid coding of proper
Mr. E.A. Tamm which do not appear in the code
Mr. Clegg book. It will also permit more rapid
Mr. Coffey coding of foreign language words or
Mr. Glavin phrases not in the code book.

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

DISADVANTAGES:

1. The shortening of the coded message by the use of whole phrases in the code book will not be possible any longer, which will sometimes result in a longer message.

2. For the short and average length message it is believed the enciphering and deciphering time will be slightly longer than presently required. (On the other hand in lengthy messages the time differential is negligible and in some instances will be favorable to the new system.)

3. The greatest disadvantage is that the existing system is established. The new system will involve new instructions to code clerks and operators at both ends and furthermore it will involve a considerable amount of distribution of the new type pads and the ciphering paraphernalia. It will also involve the manufacturing of the ciphering disk although this can probably be done in the Laboratory.

It was Mr. Coffey's recommendation that a complete change-over not be made at this time but that the new system first be installed and operated

JUN 9 1944

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70 JUN 10 1944

MEMO DIRECTOR

on an experimental 90-day basis over a busy circuit between Washington and one selected active point in South America. During the 90-day period statistics would be kept at Washington as to the time-saving element and as to the improvement of the new system with regard to reconstructing garbles.

In addition, monthly reports would be obtained from the South American attache reflecting how the new system functions at his end compared to his experience with the old system.

The Conference, consisting of Messrs. Tolson, E. A. Tamm, Adams, Carson, Clegg, Coffey, Glavin, Hendon, Mumford, Nichols, Rosen, Q. Tamm, and Tracy, unanimously concurred that the new system be given a 90-day trial under the conditions outlined.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Tolson
Mr. Clegg

Mr. Tolson_____
Mr. E.A. Tamm_____
Mr. Clegg_____
Mr. Coffey_____
Mr. Glavin_____
Mr. Ladd_____
Mr. Nichols_____
Mr. Rosen_____
Mr. Tracy_____
Mr. Carson_____
Mr. Harbo_____
Mr. Hendon_____
Mr. McGuire_____
Mr. Mumford_____
Mr. Piper_____
Mr. Quinn Tamm_____
Mr. Nease_____
Miss Gandy_____

Ching

June 5, 1944

Sugg. No. 142

Employee: Agent Robert S.
Pitzer, San Antonio

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Rosen, Ladd, Mumford, Hendon, Coffey, Nichols, Glavin, and Quinn Tamm being present, considered a suggestion submitted by Special Agent Robert S. Pitzer in which Mr. Pitzer suggests that the Identification Division in sending out criminal records of individuals employed in National Defense Plants, instead of quoting the code number, list the name of the plant, the individual and the position in which he is employed.

The Conference feels that this is needless typing on the part of the Identification Division. The symbol number indicates the plant and the position and such lists have been furnished to the Field Offices for their use.

If you approve, there is attached hereto a letter to Mr. Pitzer thanking him for his suggestion.

Respectfully,
For the Conference

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Clyde Tolson
Chairman

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W. E. Glavin
Secretary

161-1554-276
32 JUN 9 1944

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure

cc - Mr. Tolson
Mr. Clegg

JUN 20 1944

MTA:LMH

THE DIRECTOR

JUNE 7, 1944

EXECUTIVE CONFERENCE

Suggestion No. 172

Employed: SA H. Warren Tool, Jr.

The Executive Conference, consisting of Messrs. Tolson, Ladd, Glavin, C. Tamm, E. A. Tamm, Coffey, Hendon, Mumford, Gurnea and Acers, considered the suggestion of SA H. Warren Tool, Jr. that the Bureau establish the requirement that all closing reports in investigative cases carry a full and complete description of the subject of the case even though there may be a description set forth in a previous report.

Agent Tool states that adoption of the suggestion would facilitate a quicker review of cases where several files are opened on persons of the same name. He points out that if it became necessary to review all closed cases in a certain category overnight, as was necessary in German cases immediately after Pearl Harbor, the most pertinent data needed to effect an apprehension could be obtained more quickly with a minimum of time.

The Executive Conference was unanimously opposed to the suggestion inasmuch as it is presently required that a complete description be set forth in the earliest investigative report after such information is obtained. It is further required that a more comprehensive description be set forth in subsequent reports as additional information is received. The Conference did not feel that the advantages would justify the expenditure of time and effort and double typing necessary to the adoption of Agent Tool's suggestion.

If the Director concurs, a letter to Agent Tool has been prepared so advising him.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

RECORDED
CLYDE TOLSON
Chairman
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32 JUN 10 1944

E. A. Glavin
Secretary

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 9/27/91 BY SP5CJ/bc

MEMORANDUM

THE DIRECTOR

JUNE 8, 1944

EXECUTIVE CONFERENCE

Suggestion No. 177

Employee: SA Robert G. Pumphrey

The Executive Conference, consisting of Messrs. Tolson, Ladd, Glavin, C. Tamm, E. A. Tamm, Coffey, Hendon, Mumford, Curnea, and Acers, considered the suggestion of SA Robert G. Pumphrey that the firearms scores made by FBI National Academy graduates be furnished to the chief of police, sheriff, or the head of the particular department represented by the graduate.

The Executive Conference was unanimously opposed to this since it was felt that if the graduate was a particularly good marksman, his superior already knew it and if the scores made by him during firearms training were not acceptable, the furnishing of such scores to the head of the department would be embarrassing to the graduate.

If the Director concurs, there is no necessity for change in the present Bureau policy.

Respectfully,
For the Conference

Glyde Tolson
Chairman

cc: Mr. Tolson
Mr. Clegg

W. R. Glavin
Secretary

RECORDED

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166-2554-2739
JUN 12 1944

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

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DATE 9/27/91 BY SP-1/bce

LAH:JD

June 7, 1944

THE DIRECTOR

The Executives' Conference considered the request made by SAO Rhodes of St. Paul that special consideration be given to the Minneapolis Police Department in connection with the next session of the FBI National Academy. Rhodes informed the Bureau that Eldon Rowe, Superintendent of the State Bureau of Investigation of Minnesota, who recently has been somewhat annoying, and Dean Reynolds of the Northwestern University Traffic Institute have been trying to sell the Chief of Police in Minneapolis on sending a man to Northwestern. Rhodes states that he has now sold the Chief on the idea of sending a man to the NPA instead. The application has been received from the Chief of Police.

Messrs. E. A. Tamm, Ladd, Tracy, Rosen, Gurnea, Carson and Coffey were opposed to extending an invitation to the Minneapolis Police Department on the grounds advanced by Mr. E. A. Tamm that the Minneapolis Police Department is not a satisfactorily honest organization, that there is considerable graft in the department and that Minneapolis is a wide-open city. Mr. E. A. Tamm also referred to the fact that their previous graduate, Detective Ed Ryan, recently was assigned to a rural patrol because of disciplinary action meted out by the Chief of Police as a result of some statements made by Ryan which were admittedly indiscreet.

Mr. Clegg telephoned his urgent request that Minneapolis be considered and Messrs. Tolson, Acers and Hince were in favor of accepting Minneapolis on the grounds that although the department is not perfect, we can help them to improve and on the grounds that if we do not furnish this training we will tend to improve the status of other organizations which will furnish some training.

Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____

RECORDED
Respectfully,
FOR THE CONFERENCE

INDEXED 29 JUN 12 1944

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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DATE 9/27/94 BY SP-1/bce

Mr. Clegg

MEMPHIS

June 8, 1944

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WHERE SHOWN OTHERWISE.

THE DIRECTOR

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#323,013

The Executives Conference, with Messrs. E. A. Tamm, Ladd, Nichols, Tracy, Coffey, Carson, Acers, Hendon and Mumford present, today considered a request for instructions received from the San Juan Field Office in connection with the handling of names of persons traveling to the United States who are of interest to the Bureau under the Foreign Travel Control Program. Since the withdrawal of GHI from this program, Pan-American Airways has daily sent to the FBI Office a 3x5 card on each person who purchases future transportation from San Juan. The volume of these cards amounts to approximately one hundred a day or three thousand per month. In a high percentage of the cases either the purchaser of the transportation never does actually make the trip or a check of the main indices of the office results in entirely negative information and the Bureau, therefore, has no actual interest in the traveler. Furthermore, when the traveler arrives in the United States, usually at either Miami or New Orleans, that office carries out the foreign travel control procedure and makes a permanent index record of him.

The San Juan Office, therefore, requested approval to maintain the 3x5 cards received from Pan-American Airways in a separate drawer for its guidance and assistance in checking the actual travelers out to the United States, and then after the passenger has actually departed from Puerto Rico, in those instances in which the office has no other record of him and, therefore, no interest in him, the cards be destroyed. In those instances in which the purchaser of the transportation reservation does not actually depart, they request authority to destroy the card after two months.

The members of the Executives Conference unanimously concur with the recommendation of the San Juan Field Office that they be permitted to operate in the above manner, concurring in the belief that the Bureau has no interest in those persons who do not actually travel and that to index those on whom there is no other record would be an unwarranted duplication of the record which will be made in any event in the offices in the districts the passenger actually enters the United States.

If you concur with the members of the Conference, there is attached for your approval a letter to the San Juan Field Office.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

~~CONFIDENTIAL~~

Clyde A. Tolson
Chairman

W. R. Glavin
Secretary

Attachment

JUN 13 1944

JML:RES

June 8, 1944

THE DIRECTOR

0
The Executives Conference, with Messrs. E. A. Tamm, Nichols, Tracy, Coffey, Ladd, Carson, Acers, Hendon and Mumford in attendance, today considered the suggestion submitted by Special Agent Cecil E. Nickel to Assistant Director E. J. Connelley during the latter's inspection of the Miami Field Office that the Bureau adopt code words for use in communications between Field Offices or between Field Offices and the Bureau in Selective Service cases for expressions such as "United States Attorney wants subject processed for induction", which are uniformly and frequently necessary.

The Conference previously considered a similar suggestion and recommended against its adoption. It was still unanimously of the opinion that the encoding and decoding of the numerous phrases which are common would entail so much more work and confusion that the adoption of the code words would in the long run cost more in personnel time than the savings which would be realized in communication expenses.

If you concur with the opinion of the Conference, there is attached for your approval a letter to Special Agent Nickel.

Respectfully,
For the Conference

RECORDED
INDEXED

Clyde A. Tolson
Chairman

166-2554-274-
32 JUN 14 1944

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W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

EW

CHC:FC

June 8, 1944

THE DIRECTOR

The Executive Conference, with Messrs. E. A. Tamm, D. M. Ladd, Nichols, Tracy, Glavin, Hendon, Hince, Acers, Mumford and Carson in attendance, considered a problem presented by the fact that common carriers can no longer grant tax exemption on official travel paid for in cash.

It will be recalled that in the past all of our SIS personnel, who are off the Bureau's pay rolls and on leave of absence, naturally pay for their transportation in cash. Previously common carriers could and did grant the tax exemption which amounts to 15% and adds up to a considerable amount when the complete volume of travel is considered. We, of course, never have been able to obtain tax exemption for our undercover representatives inasmuch as any attempt to do so would uncover the employees.

Mr. Carson advised the conference that a plan has been worked out with the State Department, subject to Bureau approval, whereby the State Department will issue GTRs to all of our open SIS personnel, thus enabling these people to avoid the tax. The Bureau will, of course, reimburse by check the State Department with regard to the amount of the cost of the transportation. The appropriate officials of the State Department have agreed that this plan can be worked very effectively and smoothly by designating Jack Neal of the State Department as GTR issuing officer. Neal will thereupon issue GTRs to any Bureau personnel if desired and requested by the Bureau. It will, of course, be realized that inasmuch as our SIS personnel is removed from the Bureau's regular pay rolls, it will not be possible for them to use ordinary GTRs for official travel. It was pointed out to the conference that a plan similar to the above has been utilized for more than two years with regard to freight shipments to Latin America and has worked very smoothly and very effectively. In accordance with this plan, all freight shipments to our people in Latin America are made on State Department Bills of Lading. When the carriers present to the State Department the necessary vouchers for reimbursement, the Bureau from its SIS funds pays the necessary amounts to the State Department by check.

ORIGINAL FILED IN 66-2000-1407

Tolson _____
E. A. Tamm _____
Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Acers _____
 Carson _____
 Harbo _____
 Hendon _____
 Mumford _____
 Starke _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

RECOMMENDATION

RECORDED & INDEXED

166-2554-2748

The conference was unanimously of the opinion that you should immediately adopt the plan of having State Department GTRs issued to our

Handwritten signatures and initials: EAM, JRM, etc.

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HEREIN IS UNCLASSIFIED
DATE 9/27/91 BY SP-6/bce

70 JUN 14 1944

open SAC personnel in order that we can continue to avoid payment of the 15% transportation tax.

Mr. L. C. Mitchell of the Division of Budget and Finance in the State Department, who handles these matters, has requested a letter from the Bureau constituting authority for this action to be taken, if the Bureau approves the plan.

Attached hereto is a suggested letter to Mr. Berle for the attention of Mr. L. C. Mitchell, which it is recommended be immediately forwarded in the event you approve the plan.

Respectfully,
For the Conference

C. A. Tolson
Chairman

C. L. Glavin
Secretary

Attachment

LWA:LLH

THE DIRECTOR

JUNE 8, 1944

○ EXECUTIVE CONFERENCE

Suggestion No. 122

Employee: Deloris Van Valkenburgh

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Nichols, Coffey, Ladd, Tracy, Hendon, Carson, Mumford, Hince and Acers, considered the suggestion of Deloris Van Valkenburgh of the Syracuse Office that the Chief Clerk maintain a log whereby a numerical count can be kept of every case upon which the police have performed investigation.

For the Director's information, Miss Van Valkenburgh points out that during a recent inspection of the Syracuse Office, the principal criterion in determining police cooperation was the record maintained on the monthly administrative report. It is pointed out that in a majority of instances, cases will be assigned to the police and returned to the field office with the results of their investigation and thereafter assigned to an Agent. The Agent subsequently conducts an additional investigation and prepares and RUC'd or closing report. In an instance of this type, the case is counted as an Agent's case closed rather than a police case closed and subsequently the administrative report does not in this instance reflect the work performed by the police.

The Executive Conference was unanimously opposed to the suggestion inasmuch as it was felt that the clerical work entailed in maintaining a numerical count of cases on which investigations were performed by the police would not be justified by the statistics obtained. In other words, the Conference felt that it was more important to get the work done than it was to know just how many cases had some investigation performed on them by police agencies.

If the Director concurs, a letter has been prepared, so advising Miss Van Valkenburgh.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. R. Glavin
Secretary

cc: Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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HEREIN IS UNCLASSIFIED
DATE 9/27/91 BY SP5/bce

6
SAC BUREAU

June 17, 1944

ALL BUREAU COMMUNICATIONS

The Executive Conference consisting of Messrs. E. A. Tamm, Bacon, Mumford, Ladd, Hendon, Nease, Carson, Quinn Tamm, Coffey, and Glavin considered certain suggestions submitted by Special Agent Walter Allen Grew.

- (1) Agent Grew suggested that the various field divisions be provided with rubber stamp signatures of the appropriate S. C. to be used for affixing the signature of the S. C. to letters directed by the field divisions to individuals or organizations outside the Bureau.

Agent Grew pointed out that due to the volume of such correspondence in certain field divisions the SAC is unable to personally affix his signature to all letters directed to outside individuals or organizations, and as a result one person getting two letters with signatures differently signed would probably question the authenticity of the signer of the communication. Mr. Grew further suggested that in the event a rubber stamp signature is not approved that one clerical employee be designated to sign mail for the SAC so that it would insure uniformity of signature.

The Executive Conference is opposed to the adoption of such a suggestion inasmuch as no difficulty has been experienced up to the present time in the delivery of our mail, and so long as a communication is signed by the SAC or one authorized official the Bureau is assured of a review of the communication before it is sent out.

- (2) Agent Grew suggested in connection with the maintenance of source of information cards in the source of information files in the various field divisions that when names can be mispronounced that a phonetic version of the name be included on the source of information card.

RECORDED

110 &
INDEXED

The Executive Conference does not feel that it is necessary to have a phonetic spelling of the name on the source of information card, that if there is any question in the mind as to the proper pronunciation of the name he will immediately determine the correct pronunciation before leaving the office to contact the individual.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/1/91 BY SP5/bce

- (3) Agent Cron suggested that the Bureau issue instructions to eliminate certain unnecessary verbiage from reports regarding confidential informants.

A typical sentence introducing information furnished by a confidential informant reads as follows: "The following information was furnished by Confidential Informant No. 77, whose identity is known to the Bureau." Agent Cron feels that "whose identity is known to the Bureau" is unnecessary verbiage and should be eliminated from the report.

The Secretariat Conference does not feel that the phrase "whose identity is known to the Bureau" is unnecessary verbiage and does not feel that any change should be made in the preparation of such reports.

Subject to the Director's approval, the attached letter should go forward to Agent Cron.

Respectfully submitted,
JULIUS ROSENBERG

Clara Wilson
Chairman

J. A. Glavin
Secretary

cc Mr. Tolson
Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

LBN:mjn

The Director

June 3, 1944

The Executive Conference

The Executive Conference, consisting of Messrs. Tracy, Hince, Carson, Coffey, Acers, Hendon, Ladd, Lumford, Gurnea, and Nichols, considered the request of the Anchorage Office for authority to have a four-room house constructed at the Anchorage radio station, instead of the Pacific huts, for radio operators.

It will be recalled that the Bureau has previously approved the expenditure of \$8,000 to secure two Pacific huts. The Anchorage Office advises, however, that a house would cost approximately \$5,000; that it could be erected so that it would not be attached to the realty; that it would furnish adequate living accommodations where the operators could stay; and that of course it would be considerably cheaper than the Pacific huts.

The Conference was unanimous in recommending that if it were legal to purchase the house instead of the huts this should be done. Mr. Glavin conferred with Judge Holtzoff on the matter, and Judge Holtzoff stated that it would be legal to purchase the house in the event the house were not attached to the realty. Accordingly, the Anchorage Office is being advised.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 9/27/91 BY SP5CJ/ks

CC Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Lumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED

32 JUN 17 1944

LAH:djb

June 14, 1944

THE DIRECTOR

The Executives' Conference considered the suggestion of SAC McKee that the Bureau include in the Practical Pistol Course, a series of five shots to be fired from a kneeling position. McKee stated that the State Police in New Jersey had modified the Practical Pistol Course to this extent.

The Conference was informed that the Bureau has previously considered that question, but that it was again referred to the firearms experts for their opinion. Firearms expert H. L. Sloan reports now that it has been the opinion of the firearms instructors at Quantico that no practical results would be obtained from this additional step in training. The firearms instructors have indicated that if any situation arises in which an Agent would be required to shoot from a kneeling position, the fundamentals of aiming, sighting, squeezing, etc., are the same as in the sitting and prone positions.

RECOMMENDATION: On the basis of the recommendations of the firearms experts, the Executives' Conference was unanimously in favor of retaining the Practical Pistol Course in the present form without adding a kneeling position. If approved, the attached letter to SAC McKee should go forward.

Mr. Tolson _____ Those present were Messrs. E. A. Tamm, Quinn Tamm, Ladd,
Mr. E. A. Tamm _____ Mumford, Coffey, Carson, Acers, Rosen, Hendon, Glavin and Hince.

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Acers _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. Mumford _____

Mr. Starke _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

cc - Mr. Tolson
Mr. Clegg
attachment

Respectfully,
FOR THE CONFERENCE

RECORDED

&

INDEXED

Clyde Tolson
Chairman

66-2554-2747
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32 JUN 17 1944

W. R. Glavin
Secretary

WDR:rf

ALL INFORMATION CONTAINED

June 13, 1944

ALL INFORMATION CONTAINED

The Executive Conference consisting of Messrs. T. J. Egan, Clegg, Ladd, Hendon, Acers, Carson, Quinn Tamm, Coffey, and Glavin considered a suggestion submitted by Mr. Egly of the Indianapolis Office that his office be closed from midnight to 5:00 A.M. each day.

Mr. Egly pointed out that in the past 3 months only five telephone calls have been received in the Indianapolis Office after midnight and before 5:00 A.M. Four of these calls were made by drunkards reported non-specific complaints, and one was from a woman who suspected that her husband had left the State of Indiana with another woman for immoral purposes.

The Executive Conference, in view of the above information, recommends favorably as to Mr. Egly's suggestion. Subject to the Director's approval, Mr. Egly should be advised that the Indianapolis Office will be closed from midnight until 5:00 A.M. each day.

Respectfully submitted,
J. E. CLEGG

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DATE 7/27/91 BY SP5/bee

Clyde Tolson
Chairman

E. A. Glavin
Secretary

cc Mr. Tolson
Mr. Clegg

RECORDED
&
INDEXED
89

66-2554-2748
JUN 17 1944

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

AR:MP

June 14, 1944

THE DIRECTOR

THE EXECUTIVE CONFERENCE

SUGGESTION OF SPECIAL AGENT JAMES L. HAY, St. Louis

Members present: D. A. Tamm, Clegg, Tracy, Hince, Ladd, Lacro, Carson, Coffey, Hendon, Quinn Tamm, Nichols and Rosen.

Employee suggests: That personnel officials of Government agencies be requested to make available to the Bureau withholding tax form information on subjects in Bureau cases as he believes Agents in contacting places of employment of Bureau subjects could locate them more quickly through this means than any other means presently at the disposal of the Bureau. He suggests that arrangements be made in Washington to obtain nationwide coverage in this matter.

RECOMMENDATION: Unfavorable - Blanket instructions to the Field with reference to this are not believed advisable. Each case should be handled on its merits to determine whether such a request is justified. If the request is justified, appropriate checks will be made for such information.

Employee advised by letter.

Respectfully,
For the Conference

Glyde Tolson
Chairman

D. E. Glavin
Secretary

#323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/27/91 BY SP5/BCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____

Miss Gandy _____

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&
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32 JUN 19 1944

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6-15-44

THE DIRECTOR

THE EXECUTIVE CONFERENCE

SUGGESTION No. 105

SPECIAL AGENT THOMAS ROLAND HILBORN, Philadelphia

Members present: S. A. Tamm, Clegg, Tracy, Riney, Ladd, Nease, Carson, Coffey, Hendon, Quinn Tamm, Nichols and Egan.

Employee suggests: That Agents be requested to periodically check the recovery bureau of the various State Police agencies throughout the country in order to obtain information concerning the number of automobiles recovered which have been transported interstate as such a check would increase Bureau coverage in these offences to the extent of twenty per cent and would develop additional new cases pertaining to National Motor Vehicle Theft Act violations.

RECOMMENDATION: Unfavorable - This policy is presently in effect. Arrangements have heretofore been made for over two years wherein Field Offices periodically, through liaison with State Police headquarters and recovery bureau of the larger Police Departments, obtain the information which is the subject of this suggestion.

Employee advised by letter.

Respectfully,
For the Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 2/27/91 BY SP-5/BJE

Clyde Tolson
Chairman

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen Mr. Tolson
Mr. Tracy Mr. Clegg
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

W. J. Glavin
Secretary

RECORDED
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F B I
32 JUN 19 1944

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10 JUN 20 1944

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THE DIRECTOR

JUNE 16, 1944

EXECUTIVE CONFERENCE

Suggestion No. 220

Employee: J. Thomas Dietz

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, C. Ladd, Coffey, Nichols, Riney, Tracy, Carson, Hendon, Harford, Gurnea and Myers, considered the suggestion of J. Thomas Dietz that a rubber band be placed around index cards of names appearing on the key figure list when a search has been made by a file room employee of a key figure to obviate the necessity for re-searching this same name upon the receipt of the next request for an index check.

The Executive Conference was unanimously opposed to this suggestion inasmuch as it is the responsibility of the Agent reviewing the file preparing to dictate to maintain a record as to what files have been reviewed. The Agent preparing to dictate cannot depend upon a previous search inasmuch as many of the cards previously pulled may not relate to the subject of the current dictation. In addition, upon each review the memorandum or report should identify and list the files previously reviewed. This provides a reference for subsequent file reviews. It is also pointed out that to adopt the suggestion would greatly complicate the indexing system and would cause considerable confusion among employees charged with the responsibility of checking the indexes.

If the Director concurs, a letter has been prepared thanking Agent Dietz and so advising him.

Respectfully,
For the Conference

RECORDED
& INDEXED

Clyde Tolson
Chairman

E. A. Glavin
Secretary

cc: Mr. Tolson
Mr. Clegg

#3230 13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY SP5/bce

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Harford _____
Mr. Gurnea _____
Mr. Myers _____
Miss Gandy _____

WMA:JMM

THE DIRECTOR

JUNE 9, 1944

EXECUTIVE CONFERENCE

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/2/91 BY SP8/bce

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Nichols, Tracy, Coffey, Hendon, Mumford, Carson and Acers, considered the advisability of accepting Sheng Shao Zee in the July session of the National Academy.

The Conference felt that inasmuch as the Bureau was already committed to the Chinese Government, through our own State Department, to accept Zee that he should be permitted to attend the July session of the Academy.

For the Director's information, on August 17, 1943, Assistant Secretary of State G. Rowland Shaw communicated with the Attorney General concerning the desire of the Chinese Government to send a representative to the FBI National Academy. By letter, the Bureau indicated that we would be glad to arrange for the attendance of one officer at the 24th session of the Academy, which began January 10, 1944. Later, Mr. Paul T. Meyer of the State Department advised that the State Department had received a letter from the Chinese Embassy designating Zee to attend the session of the Academy starting January 10, 1944. Zee did not arrive for this session of the Academy. The Chinese Embassy informed the Bureau that Zee was unable to obtain transportation to the United States and advised that Zee would attend the session of the Academy beginning April 17, 1944. Zee did not arrive for this session of the Academy.

On May 24, 1944, Zee--together with seven colleagues--arrived in Boston. The Boston Office advised the Bureau of their arrival and stated that it had been learned that four of these individuals are to be trained in the New York Police Academy, one to Chicago and one to San Francisco--presumably, to receive police training.

As a matter of background, the Office of Naval Intelligence reported that these police officers represent the Central Police Academy of China, which is under the direction of General Tai Li, who is Director of the Central Investigation and Statistics Bureau at Generalissimo Chiang Kai-shek's personal headquarters. ONI described General Tai Li as "the chief of a political espionage and counter-espionage group, the operations and tactics of which are said to be parallel those of the vicious and repulsive Sicherheitsdienst in Germany."

RECORDED & INDEXED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Messrs. Willis R. Peck and Paul T. Meyer of the State Department, who were formerly stationed in China, advised that General Tai Li is beyond doubt one of the most powerful Chinese in China and is second only to Generalissimo Chiang Kai-shek. He is reported to be

54 JUN 21 1944

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unscrupulous and these representatives of the State Department claim to personally know of a number of assassinations sponsored by organizations under General Tai Li's control. Concerning the alleged anti-American bias on the part of General Tai Li, Messrs. Peck and Meyer state that General Tai Li is no more anti-American than Generalissimo Chiang Kai-shek.

Mr. Meyer of the State Department was of the belief that Sheng Shee Zee and his seven colleagues, although ostensibly coming to this country for police training, may, in fact, be undercover operatives to cheat upon Chinese elements in this country.

The fact that there was some indication that General Tai Li is Communistically inclined was considered by the Conference and it was the general feeling of the Conference that due to the nature of Chinese Communism that this would make little difference in Zee's attendance at the Academy. The Conference unanimously recommended:

1. That the Bureau accept Sheng Shee Zee for the July session of the FBI National Academy.
2. That the Bureau communicate with the New York, Chicago and San Francisco Field Office advising them that these individuals are receiving police training and requesting that the police be informed of any information secured concerning their activities.

If the Director concurs, Zee or the appropriate officials who notify the Bureau of Zee's presence in this country will be informed that Zee is scheduled to attend the July session of the Academy, and the appropriate field offices will be notified concerning the attendance of the other Chinese officers at police schools in their territory.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Glyde Tolson
Chairman

I will go along but
take no action forward
contacting Zee. If he
shows up anytime OK.
VH

E. B. Glavin
Secretary

AR/bw
6/17/44

THE DIRECTOR

THE EXECUTIVE CONFERENCE

Suggestion submitted by
Special Agent Whitney W. Ballantine,
Los Angeles Office

Members present: E. A. Tamm, W. E. Glavin, Q. Tamm,
Carson, Acers, Hendon, Coffey, Tracy, Ladd, and Rosen.

Employee suggests: That upon receipt of the first
fugitive form letter by the Bureau a teletype be prepared to
all interested offices notifying the offices of the fact that
the individual is a fugitive.

RECOMMENDATION: Unfavorable - the fugitive form letter is transmitted
to the Bureau after a field office desires to request that a fugitive
index card be prepared in the Bureau files at the Dept of Government
indicating that the individual is a fugitive. Approximately 1,000
of these fugitive form letters are received each month. If the sug-
gestion were adopted it would require that over 1,000 teletypes be
transmitted to interested offices. This would be impractical and
an unnecessary expense.

Employee has been advised by letter.

Respectfully,
For the Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY SP5/bce

Clyde Tolson
Chairman

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

W. E. Glavin
Secretary

REC'D
&
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166-254-2753
F B I
32 JUN 19 1944

WEC:val

THE DIRECTOR

June 12, 1944

THE EXECUTIVE CONFERENCE

Suggestion #182

Employee: Jeanne Rothman

Stenographer

New York Field Division

Members present: Messrs. E. A. Tamm, Tracy, Winn
Ladd, Coffey, Ladd, Mumford, Acers, Hince, Nichols, Hendon,
Carson and Glavin.

Employee suggests: That the typing tests afforded Bureau clerical employees be made to serve a double purpose through the use of educational material as it pertains directly or indirectly to Bureau work. She suggests the tests contain common legal terms and procedures, a knowledge of the judiciary system; that the preparation of tests reflects the steps necessary in order to obtain United States citizenship; and also using for test material, background information on certain subversive organizations. She feels that the stenographers and typists would have a more comprehensive picture of the investigative work carried on by the Bureau.

The Executive Conference is opposed to the adoption of this suggestion. It feels that the present tests which use Bureau terminology are very well adapted to our work and are fair tests for our stenographer and typist employees. Those tests using legal terms and procedures, any explanation of judiciary systems, citizenship qualifications or background information on subversive organizations would be unwise and difficult in some instances if such tests were to accurately portray the subject under discussion.

Should the Director approve the Conference recommendation, the attached communication should go forward to Miss Rothman.

ALL INFORMATION CONTAINED #323013
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY SP5/bce

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment

CC - Mr. Tolson
Mr. Clegg

Respectfully submitted,
FOR THE CONFERENCE

RECORDED & INDEXED
107
161-2374-2754
Clude Tolson, 622 JUN 20 1944

W. D. Glavin, Secretary

LBN:HBM

THE DIRECTOR

June 19, 1944

EXECUTIVES' CONFERENCE

The Executives' Conference consisting of Messrs. E. A. Tamm, Hince, Ladd, Rosen, Hendon, Clegg, Acers, Coffey, Carson, Quinn Tamm, Glavin and Nichols considered the suggestion of Special Agent Edward G. Burke to the effect that a pamphlet be prepared listing services available to police departments by the Bureau and the FBI Laboratory.

The Conference was unanimously opposed to any such pamphlet in view of the fact that we do have adequate booklets which describe our facilities.

A letter is attached.

Respectfully,
For the Conference

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/91 BY SP5CJ/bee

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

cc - Mr. Tolson
Mr. Clegg

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&
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166-2524-275
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32 JUN 21 1944

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED READING ROOM
JUN 20 5 13 PM '44

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WJ3:pb

THE DIRECTOR

June 19, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference consisted of Messrs. E. A. Tamm, Quinn Tamm, Carson, Coffey, Nichols, Ladd, Acers, Hendon, Clegg, Rosen, Nease and Glavin.

It was brought to the attention of the Conference that during the Assistant SAC Conference the question was raised as to whether it would be permissible for the Assistant SAC to grant approval to an employee who desired to leave the office at 5:15 in the afternoon, to take only forty-five minutes for lunch, to offset the fifteen minutes not worked between 5:15 and 5:30.

The Conference was definitely opposed to approving any such arrangement, it being pointed out that since the regular working day ceases at 5:30 P.M., those hours should be complied with by the personnel in the various divisional offices. It is not felt that the Bureau should at any time approve the procedure suggested by certain of the Assistant SACs. It is felt that if an employee from time to time is desirous of leaving at 5:15, an appropriate leave request should be made and approved by the Agent in Charge, if no objection is had to her so securing such leave at that particular time.

Subject to the Director's approval, there is attached hereto a suggested communication to field divisions.

Respectfully submitted,
FOR THE CHIEF, FBI

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY [signature]

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Tolson
Mr. Clegg

RECORDED
&
INDEXED
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100-2534-2750
F B J
32 JUN 21 1944

MEMORANDUM

THE DIRECTOR

JULY 10, 1932

EXECUTIVE COMMITTEE

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Nichols, E. F. Tamm, Hendon, Coffey, Carson, Ladd, Hince, Tracy, Rosen and Acers, considered the suggestion of Harry A. Griffith of the Miami Field Division that the title of the case be typed on lead cards.

This suggestion was submitted to Messrs. Croul, Hood, Pieper, Connelley, Conroy, Schmidt and Brantley. Mr. Brantley and Mr. Schmidt were opposed to the suggestion; Mr. Conroy felt it should be optional. Messrs. Croul, Hood, Pieper, and Connelley were in favor of the suggestion.

The Executive Conference was unanimously opposed to this suggestion and felt that there was little value to be gained in placing the title of the case on lead cards, since lead cards are of a temporary nature and are destroyed as soon as the lead is covered. The titles of cases are changed from time to time and the title on a lead card might well become obsolete. In addition, in supervising the case or covering the lead, it is necessary to refer to the report. Therefore, only in a few instances was it felt that the title of the case on the lead card would assist the investigating agent.

It was also pointed out that at the present time, assignment cards are prepared both on white and blue See slips, according to whether the case originated in the territory or originated outside the territory. The distinguishing feature on a lead card which is prepared on blue is the fact that the assignment card bears the full title of the case. Administrative confusion would result, and if the suggestion that the title be placed on the lead card were adopted, it would necessitate a change in the assignment card.

If the Director concurs, a letter is prepared thanking Agent Griffith for his suggestion.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

RECORDED
INDEXED
JUL 11 1932
Clyde Tolson
Chairman

E. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. Hince _____
Mr. Pieper _____
Mr. Schmidt _____
Mr. Connelley _____
Mr. Conroy _____
Mr. Griffith _____
Mr. Harbo _____
Miss Gandy _____

323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/2/91 BY SP-1/11

MEMO

THE DIRECTOR

JUNE 19, 1944

EXECUTIVE CONFERENCE

Suggestion No. 149

Employee: SA Charles F. Carrett

The Executive Conference, consisting of Messrs. E. A. Tamm, C. Tamm, Nichols, Coffey, Tracy, Hendon, Ladd, Mumford, Carson and Acers, considered the suggestion of SA Charles F. Carrett that the territorial allocation list be made a part of the Manual of Rules and Regulations under Section 7, which is entitled "Territorial Jurisdiction."

For the Director's information, this matter has been considered and has been disapproved. The Conference was of the unanimous opinion that the territorial allocation list should be prepared in bulletin form, in accordance with present practice, inasmuch as Agents and stenographic employees refer to the list in the daily preparation of reports and correspondence.

Mr. Carrett also recommends that the territorial allocation list be made a part of the Clerical Manual. This was disapproved inasmuch as not all clerical employees are issued Clerical Manuals and it is felt that each employee should have a copy of this list. By keeping the list separate, it is made available for ready reference and facilitates searches.

If the Director concurs, there is no necessity for changing present Bureau procedure. A letter to Agent Carrett has been prepared thanking him for his suggestion.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/29/91 BY SP5CJ/bce

Respectfully,
For the Conference

Clyde Tolson
Chairman

V. A. Glavin
Secretary

cc: Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED
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66-2554-2758

JUN 23 1944

AL/bw

THE DIRECTOR

June 20, 1944

THE EXECUTIVE CONFERENCE

Suggestion No. 174, by
Special Agent Raymond J. Driscoll,
Chicago, Illinois.

Members present: E. A. Tamm, Glavin, Q. Tamm,
Carson, Acers, Hendon, Coffey, Tracy, Ladd, and Rosen.

Employee suggests: That because numerous cars are
stored in garages and because the possibility exists that
many of the garage owners may be disreputable, there appears
to be a possibility that additional National Motor Vehicle
Theft Act cases could be obtained if periodic checks were
made of all garages.

RECOMMENDATION: Unfavorable. There appears to be no need or
justification for such investigative activity. Our present coverage
appears to be adequate. The time necessary to check all garages and
the original assumption on the part of the Agent would not warrant
any further consideration.

Employee advised by letter.

Respectfully,
For the Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/81 BY SP-5/1/82

Clyde Tolson
Chairman

W. B. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

100-2054-2757
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AE/bw

THE DIRECTOR

June 10, 1944

THE EXECUTIVE CONFERENCE

Suggestion No. 132

Employee: Special Agent

Robert J. Miller, New York Office.

Members present: J. A. Tamm, Glavin, Q. Tamm, Carson, Hendon, Coffey, Tracy, Ladd, and Rosen

Employee suggests: That a change be made in the designation of the Office of Origin in National Motor Vehicle Theft Act cases, and that instructions be issued to require that the Special Agent in Charge be advised by his Resident Agents of the recovery of a car or the filing of a complaint in such a violation.

RECOMMENDATION: Unfavorable - The present rule requires that the office covering the territory in which the car was actually recovered be considered the Office of Origin. This rule prevents indecision with reference to the designation of the Office of Origin and establishes an easy rule which can be quickly followed without any confusion. There is no need for a change.

With reference to the suggestion of the employee that the Resident Agent be required to advise his SAC in those cases wherein he files a complaint in NMVTA cases, there does not seem to be any specific reason for such a rule at this time. The present practice requires that the Resident Agent advise the SAC by such means as may be dictated by the circumstances in each case or the developments in the specific case. Therefore, if the Resident Agent feels that the SAC should be advised telephonically of the filing of a complaint or telegraphically or by routine notification, the discretion for the necessary action is placed upon the Resident Agent. No difficulty has been experienced under this rule.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Employee advised by letter.

Respectfully,
For the Conference

RECORDED

W. Clyde Tolson
Chairman

W. R. Glavin
Secretary

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/2/91 BY [signature]

7-14-44

June 14, 1944

THE DIRECTOR

The Executive Conference, Messrs. Glavin, Rosen, Mumford, Ladd, Hendon, Acers, Carson, Coffey, E. A. Tamm, and Quinn Tamm being present, considered a request from the San Juan Field Division that the Bureau forward to San Juan 3,500 civilian fingerprint cards to be given to a Mr. Joshua Hellinger, Special Investigator for Governor Rexford Guy Fugwell. These fingerprint cards were to be used in the fingerprinting of prostitutes in Puerto Rico and the cards were to be retained in the files of the Insular Police.

The Conference feels that the Bureau's policy, in which fingerprint cards are furnished by the Bureau to outside agencies only in those cases in which the cards are to be returned to the files of the Identification Division, should be followed. Consequently, the Conference recommends that the fingerprint cards not be forwarded to the Puerto Rico office to be turned over to the Insular Police.

The San Juan Field Division also requested advice as to whether the Bureau wished copies made for retention in the Identification Division files. The Conference does not feel that these cards would serve any purpose in the Identification Division files.

If you approve, there is attached hereto a letter to the San Juan Field Division so advising them.

Respectfully,
For the Conference

RECORDED
&
INDEXED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY sps/bce

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ORIGINAL COPY FILED IN

70 JUN 24 1944
cc - Mr. Tolson cc - Mr. Glavin

LBN:HEM

THE DIRECTOR

June 8, 1944

① EXECUTIVES' CONFERENCE

The Executives' Conference consisting of Messrs. E. A. Tamm, Glavin, Coffey, Ladd, Tracy, Carson, Hendon, Mumford, Hince, Acers and Nichols considered SAC Danner's recommendation that a representative of the Bureau be designated to cooperate with the Miami Police Department in setting up a uniform records system. Mr. Danner in a recent communication advised that Dan Rosenfelder, Safety Director in Miami, had been very cooperative, progressive and modern in his ideas and friendly to the office, that Rosenfelder had expressed a desire to set up a uniform records system in the Miami Police Department. At the present time they have no such system.

Mr. Nichols pointed out that Mr. Danner had called him to advise that the City Manager had also called the office and requested the Bureau's cooperation. Mr. Danner stated that he knows of no possible reason whereby the extension of such cooperation would embarrass the Bureau, that even former Chief of Police Guigg, who was recently dismissed, was in favor of setting up a uniform records system.

Mr. Acers and Mr. Nichols recommended that the Bureau lend its cooperation in setting up a uniform crime reporting system in Miami. They felt that even though the system was not followed there could be no possible criticism to the Bureau and that there is always the outside chance that somebody else might get in on this if the Bureau does not. Mr. Nichols pointed out that in all probability the new Chief of Police would be Inspector Nelson, a retired New York City Police Department officer.

Messrs. E. A. Tamm, Glavin, Coffey, Ladd, Tracy, Hendon, Carson, Mumford and Hince recommended unfavorably on the grounds that the situation in Miami is presently in a flux, that the past experiences indicated difficulties which would probably carry over in the Miami Police Department.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/91 BY SP/16

RECORDED

INDEXED

Respectfully,
For the Conference

JUN 20 1944

Clyde Tolson, Chairman

INITIALS ON ORIGINAL

W. R. Glavin, Secretary

cc - Mr. Tolson
Mr. Clegg

Wahmg

June 21, 1944

Wagg. No. 913

Employee: Agent William D.
Dillon, San Francisco

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Rosen, Ladd, Carson, Tracy, Hendon, Myers, Coffey, Glavin, and Quinn Tamm being present, considered a suggestion submitted by Special Agent William D. Dillon in which Mr. Dillon suggests that the Bureau's fingerprint card be revised to include information concerning the person's Army or Navy Serial Number, Local Draft Board, Social Security Number, and various other revisions.

The Conference feels that the Bureau's fingerprint card has been designed to meet the needs of the Identification Division of the Bureau and does not feel that the suggested changes will prove of any benefit at the present time.

If you approve, there is attached hereto a letter thanking Agent Dillon for his suggestion.

#323013
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DATE 10/2/91 BY SP5CJ/bce

Respectfully,
For the Conference

Clyde Tolson
RECORDED

INDEXED
W. A. Glavin
Secretary

66-2554-27

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure

cc - Mr. Tolson
Mr. Clegg

WFA:LMH

THE DIRECTOR

JUNE 6, 1944

EXECUTIVE CONFERENCE

Suggestion No. 139

Employee: Former Clerical Employee - Albert B. Miller

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, C. Tamm, Ladd, Coffey, Nichols, Hince, Tracy, Carson, Hendon, Mumford, Gurnea and Acers, considered the suggestion of former clerical employee Albert B. Miller that one copy of all SAC letters be sent to the field be filed numerically in a separate file for that purpose in the field office.

The Executive Conference recognized that in by far the majority of offices this is done at the present time; however, there is no specific provision for such a procedure in the Clerical Manual. The Conference unanimously approved the suggestion. If the Director concurs, the information will be included in the Clerical Manual.

No letter is being addressed to this employee inasmuch as he is presently on military leave without pay and his present address is unknown.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

Mr. E. Glavin
Secretary

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY [signature]

RECORDED
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66-2554-2719

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

JUN 26 1944

THE DIRECTOR

AR/bw

THE EXECUTIVE CONFERENCE

June 22, 1944

SEARCHES

The Executive Conference, attended by Messrs. Q. Tamm, Nichols, Coffey, Hendon, Mumford, Glavin and Rosen, recommended that the attached Bureau Bulletin be transmitted to the field, pointing out the necessity for obtaining appropriate search warrants in each case wherein a search is not made incidental to arrest, because of the need to insure that evidence obtained during the course of such searches will be properly introduceable in evidence.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY SP-1/bce

Attachment

cc - Mr. Tolson
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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JUN 23 1944

66-2554-2705

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Ed

LAH:djb

June 14, 1944

THE DIRECTOR

Suggestion #143: The Executives' Conference considered the suggestion that the requirement of a practical problem for Field Quarterly Conferences of Special Agents be eliminated, and that there be substituted an interesting case review.

RECOMMENDATION: The Conference was unanimously opposed to the suggestion for the following reasons:

1. A practical problem stimulates interest.
2. Practical problems require advance preparation and give training.
3. There is more group participation in a practical problem than in a case review which would be prepared by a single individual.
4. There is no objection to including an interesting case review in addition to a required practical problem at the option of the Special Agent in Charge.

Those present were Messrs. E. A. Tamm, Quinn Tamm, Ladd, Mumford, Coffey, Carson, Acers, Rosen, Hendon, Glavin and Rince.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. A. Glavin
Secretary

RECORDED
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166-2554-2766
JUN 24 1944

43-23013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/94 BY [signature]
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____ cc - Mr. Tolson
Mr. Mumford _____ Mr. Clegg
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

70 JUN 26 1944

MEMORANDUM
THE DIRECTOR

JUNE 23, 1944

BY EXECUTIVE CONFERENCE

Suggestion No. 502
Employee: Forney E. Michael

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, C.legg, Coffey, Hendon, Tracy, Ladd, Carson, Rosen and Nease, considered the suggestion of Chief Clerk Forney E. Michael of the Charlotte Office that State Office Register Form No. 1 indicating the arrival of personnel at State Offices in the morning be stamped in and initialed.

The Conference was unanimously opposed to this suggestion feeling that it was just an additional administrative step. It was further felt that present Bureau requirements that the SAC draw a line on the Register at 8:30 a.m. provided sufficient supervision of this Register and that there was no need for it to be stamped in and initialed.

If the Director concurs, there is no necessity for changing present Bureau procedure.

Respectfully,
For the Conference

CC: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

E. A. Glavin
Secretary

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY SP5CJ/bce

Tolson _____
E. A. Tamm _____
Ladd _____
Clegg _____
Coffey _____
Glavin _____
Hendon _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Horton _____
Ingram _____
Nease _____
Tamm _____
E. A. Tamm _____
Glavin _____
Clegg _____
Coffey _____
Hendon _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Horton _____
Ingram _____
Nease _____
Tamm _____

RECORDED & INDEXED

176

66-2454-

JUN 28 1944

WTA:MMH

THE DIRECTOR

JUNE 23, 1944

EXECUTIVE CONFERENCE

Suggestion No. 198

Employee: Imogene Ellis

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, C. Tamm, Coffey, Hendon, Tracy, Ladd, Carson, Rosen and Acers, considered the suggestion of Chief Clerk Imogene Ellis of the Detroit Field Division that the Bureau require two 3 x 5 index cards on each mail cover instead of one.

The Conference was unanimously opposed to this suggestion inasmuch as the general indices of the office contain index cards of the individual represented by mail covers in alphabetical sequence. Present requirements are that one index card on the mail cover be set forth in a separate geographical index and thereafter filed alphabetically according to name. The Conference felt that this was adequate.

If the Director concurs, there is no necessity for changing present Bureau procedure.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Tolson
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/2/91 BY SP5 CJB/bee

RECORDED & INDEXED

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554-

MEMORANDUM

THE DIRECTOR

JUNE 25, 1944

0 EXECUTIVE CONFERENCE

Suggestion No. 101
Employee: SAC Hood

The Executive Conference, consisting of Messrs. L. L. Tamm, Glavin, Quinn Tamm, Coffey, Hendon, Tracy, Ladd, Carson, Rosen and Messrs., considered the suggestion of SAC Hood that the Bureau recommend to the Department legislation to permit the U. S. Commissioners to hear cases involving misdemeanors regardless of where they took place. Mr. Hood states that the suggestion is occasioned by the attitude of the courts toward cases which are actually misdemeanors but appear to merit prosecution.

The Conference was unanimously opposed to this suggestion. It was felt that such a recommendation or procedure, if adopted, would subject the Bureau to considerable criticism from Federal judges, who would resent the usurpation of their authority. Further, it was pointed out that a large number of Commissioners are not capable of acting in the capacity suggested.

If the Director concurs, no further action is necessary.

Respectfully,
For the Conference

Clyde Tolson
Chairman

cc: Mr. Tolson
Mr. Clegg

E. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/2/97 BY [signature]

RECORDED & INDEXED

176

66-2557-27

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

70 JUN 28 1944

MEMORANDUM
FOR THE DIRECTOR

JUN 20, 1951

EXECUTIVE CONFERENCE

Suggestion No. 202
Employee: Forney E. Michael

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, C. Tamm, Coffey, Hendon, Tracy, Ladd, Carson, Rosen and Nease, considered the suggestion of Chief Clerk Forney E. Michael of the Charlotte Field Office that a regulation be established requiring stenographers to keep stenographic notebooks thirty days at the end of which time she should destroy the notebook herself.

For the Director's information, present Bureau regulations provide that stenographic notebooks be destroyed thirty days after the material therein has been transcribed. The question raised by this suggestion is: Who is to destroy the notebook--the stenographer or one designated employee? The Executive Conference felt that present Bureau regulations requiring that such notebooks be destroyed thirty days after transcription is sound and that there is no necessity for changing Bureau regulations and the matter should be left to the discretion of the Special Agent in Charge.

If the Director concurs, there is no necessity for changing present Bureau policy.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

cc: Mr. Tolson
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/2/96 BY SP5CJ/bce

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66-3554-199

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

100A:123H

THE DIRECTOR

JUNE 23, 1944

0 EXECUTIVE CONFERENCE

Suggestion No. 200

Employee: Eliza R. Hewitt

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, C. Tamm, Coffey, Hendon, Tracy, Ladd, Carson, Rosen and Acers, considered the suggestion of Chief Clerk Eliza R. Hewitt of the Jackson Field Office that the present practice of including the last serial on charge-out slips be discontinued.

The Conference was unanimously opposed to this suggestion inasmuch as the requirement was originally instituted for the purpose of insuring that no serials would be removed from the file by personnel to whom they were charged.

If the Director concurs, there is no necessity for change in present Bureau requirements.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

cc: Mr. Tolson
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY SP5CJB/EE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
INDEXED

66-2554-2771

JUN 24 1944

MTA:MMH

THE DIRECTOR

JUNE 23, 1944

0 EXECUTIVE CONFERENCE

Suggestion No. 192

Employee: Erma F. Albaugh

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Coffey, C. Tamm, Hendon, Tracy, Ladd, Carson, Rosen, and Leora, considered the suggestion of Chief Clerk Erma F. Albaugh of the Washington Field Office that the practice of indexing photographs be abolished.

The Executive Conference was unanimously opposed to the suggestion which, if approved, could give rise to the possibility of numerous photographs being in field office files with no record of the identity of the individual portrayed by the photograph.

If the Director concurs, there is no necessity for changing present Bureau policy.

Respectfully,
For the Conference

✓
Clyde Tolson
Chairman

cc: Mr. Tolson
Mr. Clegg

✓
E. E. Glavin
Secretary

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY B. Scifka

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED

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66-2554-2772 ✓

URGENT

THE DIRECTOR

JUNE 25, 1944

EXECUTIVE CONFERENCE

Suggestion No. 504

Employee: Helen Monetti

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Clegg, Coffey, Hendon, Tracy, Ladd, Carson, Rosen and Acers, considered the suggestion of Chief Clerk Helen Monetti of the Records Office that the Manual provide that closed assignment cards be broken down into classifications; such as, "Agent Cases Closed," "Police Cases Closed," "Closed EC Cases," "Closed National Defense Cases," "Closed Investigative Cases," etc.

The Conference was unanimously opposed to the suggestion. It was pointed out that to adopt the suggestion would require the Chief Clerk to determine upon filing each closed assignment card exactly which category the case fitted into.

If the Director concurs, there is no necessity for changing present Bureau procedure.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Glavin
Secretary

cc: Mr. Tolson
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY 3981/BA

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED

66-2554-2773

70 JUN 26 1944

June 8, 1944

JHM:PEB

THE DIRECTOR

The Executives Conference, with Messrs. E. A. Tamm, Ladd, Nichols, Tracy, Coffey, Carson, Acers, Hendon and Mumford in attendance, today gave final consideration to a suggestion submitted by the San Francisco Field Office that the names of all Selective Service delinquents who have been outstanding for an extended period be searched through the records of the armed forces and maritime agencies on the possibility that they may already be members of one of those groups.

On first consideration the Conference directed that a trial check be made with ten names. This was done and it was found that such a search would of necessity have to go through six different agencies, namely Army, Navy, Marine Corps, Coast Guard, Maritime Service and the War Shipping Administration. Each of these agencies has voluminous records and in some instances searches cannot be with facility. The results were entirely negative as to the ten names checked and the personnel effort expended was considerable.

Upon having these considerations presented to it, the Executives Conference was unanimously of the opinion that such a check on a nationwide basis would not be practical and, therefore, unanimously recommends against the adoption of the suggestion.

If you concur with the members of the Conference, there is attached hereto a letter of reply to the San Francisco Field Office.

Respectfully,
For the Conference

Glyde A. Tolson
Chairman

W. H. Glavin
Secretary

RECORDED & INDEXED

#323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/12/91 BY 3351/hrs

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

URG:FB

THE DIRECTOR

June 24, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, Rosen, Quinn Tamm, Nichols, Hendon, Hoars, Coffey, Carson, Mumford, Hince, Ladd and Glavin, considered the necessity for retaining certain old records that have outlived their period of usefulness in the Bureau's files. The Conference recommended unanimously that the disposition of the files be made in the following manner:

(1) Old inventory records dating back through 1934 should be destroyed after three years.

(2) Old statistical records dating back to June, 1935, when statistics were maintained in the Chief Clerk's Office, be destroyed. Statistics at the present time are being maintained by the Crime Statistics Section. Rough statistical records involved, copy of which is attached hereto, serve no useful purpose.

(3) Old ledger sheets of expenses going back many years. Those old records serve no useful purpose at this time and it is felt that after a period of three years such records can be destroyed. It is felt that they should be kept for three years so that if any question comes up on any appropriation of the Bureau, a check can be made to appeal the disposition of a particular account at the time it was submitted.

(4) Old duplicates of contracts entered into by the Bureau. It is not felt that these duplicate contracts need be retained for a period of more than one year. They are copies only; there is a copy in the Department and also the original in the General Accounting Office.

(5) Rough statistical data on old war risk insurance cases prepared by former war risk insurance supervisors. It is not felt that any of these statistical figures older than three years are at all necessary and they should be destroyed.

(6) Old duplicate copies of payrolls. It is not felt that payrolls need be retained over a period of three years.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Mohr
Carson
Hendon
Mumford
Jones
Quinn Tamm
Nease
Gandy

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HEREIN IS UNCLASSIFIED

DATE 10/2/81 BY SP-6/BJE

RECORDED & INDEXED

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F B I
35 JUN 26 1944

20 JUN 27 1944

(7) Copies of reports showing status of cases for certain months throughout the fiscal year. This report is a divisional report reflecting the number of cases pending at the end of each month and reflects no information of any value. It is recommended that all material of this type over three years be destroyed.

(8) Old ledgers reflecting other expenses going back for a number of years. It is suggested that all of these records over three years old be destroyed.

The Conference was advised that the Useless Document Committee had reviewed these documents and is in accord that they should be destroyed.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Clyde Tolson, Chairman

S. R. Glavin
S. R. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

*OK
H*

URGENT

THE DIRECTOR

RE EXECUTIVE CONFERENCE

JUNE 3, 1951

CONFIDENTIAL

The Executive Conference, consisting of Ladd, Tolson, Glavin, Egan, Gurnea, Coffey, Hendon, Mumford, Curnea and Moore, considered the advisability of showing the movies which were taken during the investigation of the Laqueano case at the quarterly conference with police. The film was shown during the police conference at New York, with prior Bureau approval; however, the Gurnea points out that the scenes relating to Maria Leticia, alias, Lulu, a Japanese agent, were deleted since prosecution of this individual was not authorized. (Of course, this individual's picture appeared in the March of Time's "Red Front.")

The Executive Conference was unanimously opposed to the showing of this film which is entitled "The Camera Catches the Spy" due to the procedures used in photographing the subjects.

If the Director concurs, the film will not be made available for future showings outside the Bureau.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

E. B. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED

70 JUN 11 1951

NRG:val

THE DIRECTOR

June 17, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Coffey, Acers, Hendon, Tracy, Ladd, Carson, Rosen and Glavin recommended the approval of the assignment of a Bureau owned automobile to the SIS Offices at San Jose, Costa Rica, and Guatemala City, Guatemala.

Should the Director approve, appropriate steps will be taken to send the cars from the United States to these SIS Offices.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Tolson
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY SP-10/bca

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED

75 JUN 27 1944

66-2554-200

WEG:val

THE DIRECTOR

June 17, 1944

THE EXECUTIVE CONFERENCE

Suggestion #211

Employee: Assistant SAC L. R. Weber
Charlotte

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Coffey, Acers, Hendon, Tracy, Ladd, Carson, Rosen and Glavin considered the suggestion submitted by Assistant SAC Leonard R. Weber of the Charlotte Office that in the future the Bureau discontinue the use of registered mail in the handling of salary checks and war bonds.

Glavin pointed out to the Conference that it would be most undesirable to discontinue the Bureau's present policy of registering war bonds and salary checks going out to the Field; that in the past we have had difficulty in delay or loss of salary checks, and it is felt that the registered mail cost and also the time in handling such registered mail is overshadowed by the safety in a dispatch of this mail.

The Conference, therefore, recommends no change in the present Bureau policy in the forwarding of salary checks and war bonds to the Divisional Offices.

Respectfully submitted,
FOR THE CONFERENCE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/94 BY SP-6/CJH

Clyde Tolson
Chairman

W. P. Glavin
Secretary

OK
CC - Mr. Tolson
Mr. Clegg

RECORDED
&
INDEXED
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66-2557-2778

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Herndon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

MEMORANDUM

THE DIRECTOR

JUNE 16, 1944

EXECUTIVE CONFERENCE

Suggestion No. 73
Employee: SAC Sears

The Executive Conference, consisting of Messrs. Tamm, Glavin, Gurnea, Coffey, Nichols, Tracy, Hendon, Ladd, Rosen and Sears, considered the suggestion of SAC Sears that in the use of the standard government form "Office Memorandum" the initials of the person who accepts the responsibility of discharging the letter from the field office appear on the yellow copy maintained in the field office file and that no signature or initials appear on the original of the memorandum.

The Conference was of the unanimous opinion that the original of such communication being transmitted to the Bureau from a field office should bear the initials of the SAC or the field supervisor who approved the communication. It was felt that in transmitting such communications between field offices, the original should bear the initials of the person who approved its transmittal.

If the Director concurs, Section 23A of the Manual of Rules and Regulations, "Letters to the Bureau," and Section 44 of the Clerical Manual, "Letters to the Bureau," will be amended to include a new sub-section covering the use of the office memorandum form 64, as follows:

"The Office Memorandum, Form 64, shall be used for inter-Bureau correspondence; e.g., between field offices, and between field offices and the Bureau. The SAC, Assistant SAC or field supervisor approving the outgoing communication should initial the original immediately preceding the word 'from.'"

Respectfully,
For the Conference

INDEXED
107 166-1-21
Clyde Tolson,
Chairman

CC: Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Winterrowd _____
Mr. Harbo _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

#323013
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HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY [signature]

[signature]
D. B. Glavin
Secretary

IAH:djb

June 14, 1944

THE DIRECTOR

The Executives' Conference unanimously approved the six law enforcement organizations named in the following list for consideration in connection with the next session of the FBI National Academy. If approved, their names will be added to the alternate list.

Kingsport, Tenn. P.D.
Greenville, S.C. P.D.
Red Bank, N.J. P.D.
Middletown, N.Y. P.D.
Oswego, N.Y. S.O.
Elizabeth City, N.C.

James M. Broyles
Detective Avery Turner
Sergeant Rauther
Donald B. York
Gordon Fritts
W. W. Spence

Those present at the Conference were Messrs. E. A. Tamm, Quinn Tamm, Ladd, Mumford, Coffey, Carson, Acers, Rosen, Hendon, Glavin, and Hince.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/94 BY SPC/bce

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy cc - Mr. Tolson
Mr. Acers IA. Clegg
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED
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70 JUN 27 1944

MWA:HD

THE DIRECTOR

June 21, 1944

THE EXECUTIVES' CONFERENCE

FIRST AID TRAINING FILM

The U. S. Navy has developed a series of First Aid Training Films, as follows:

1. Fundamentals of First Aid, 19 minutes, in color photography.
2. The handling of wounds, 20 minutes, in color photography.
3. The handling of Fractures, 23 minutes, in color photography.
4. Artificial Respiration, 13 minutes, in color photography.
5. Handling of Injuries by Bomb Blast and Burns, 16 minutes, in color photography.

These films are accompanied by a detailed explanation of the various steps taken and they are considered excellent as an aid in the instruction on First Aid. The headlines and the personnel are all Navy. They are put out by the Training Division, Training Aids Section, of the Navy Department. A more detailed explanation with scenes is included in the attached folders on each of these films.

They can be made available to the Bureau and Quantico officials have stated it is only necessary to prepare a letter to the suitable official of the Navy Department in Washington if the Bureau desires to make use of these films.

Messrs. Baughman, Broeze, Sloan and Clegg reviewed these films on the Fundamentals of First Aid and Fractures and they are splendidly prepared and do an excellent job of instruction - better, in fact, than any lecturer could possibly do.

The Executives' Conference, Messrs. E. A. Tamm, Glavin, C. Tamm, Hendon, Ladd, Mumford, Acers, Coffey and Carson being present, were unanimously in favor of the following recommendation.

That the Training and Inspection Division be authorized to use these films, or any portions desired, for training purposes in First Aid (A) before New Agents Classes, (B) before In-Service Classes, (C) before National Academy Classes, (D) before any clerical schools for which they may be adaptable, and (E) before FBI Law Enforcement Conferences and any Agents' or personnel conferences in the field.

If the Director concurs, the above film will be obtained and made available in accordance with the above recommendations.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/96 BY SP5CJ/bcc

CC..Mr. Tolson
Mr. Clegg

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

E. E. Glavin

LBN:aml

THE DIRECTOR

June 14, 1944

EXECUTIVE CONFERENCE

The Executives' Conference consisting of Messrs. E. A. Tamm, Rosen, Tracy, Clegg, Hendon, Ladd, Acers, Coffey, Carson, Hince, Quinn Tamm, Glavin, and Nichols considered Mr. Egan's suggestion that cancellation of Identification Orders be done by mimeographed letter rather than by teletype, stating that he thought and felt that it would be more economical to request cancellation of the investigation by form letters.

The Conference unanimously opposed the above suggestion on the grounds that the contents of the mail today is at a maximum and this would provide a twenty-four hour delay in furnishing the information on Identification Orders, and that continued investigation is costly and unnecessary. It was felt that the cost of the teletype would be negligible to the cost of continued investigation.

Respectfully,
For the Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/94 BY SP5/bee

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC-Mr. Tolson
Mr. Clegg

RECORDED

INDEXED

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

70 JUN 27 1944

MEMORANDUM

THE DIRECTOR

JUNE 17, 1944

EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Nichols, C. Tamm, Hendon, Coffey, Carson, Ladd, Hince, Tracy, Rosen and Glavin, considered the desirability of making available to the field line drawings and projection slides to be used during FBI law enforcement conferences in the presentation of the lecture "Portrait Parlo."

For the Director's information, the lecture on "Portrait Parlo" to given in connection with personal descriptions and the response from the officers attending the National Police Academy has been favorable. Line drawing charts covering the forehead, nose and ears have been completed by the Cartographic Section and are presently on file in the Training and Inspection Division. The remaining charts will be completed in the near future by the Cartographic Section.

The Conference was unanimously of the opinion that the field should be advised that the line drawings are available and that photographic slides will be prepared and made available in connection with lectures on "Portrait Parlo."

If the Director concurs, photographic slides will be prepared for transmission to the field for use during FBI law enforcement conferences.

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/13/94 BY SP-6/BJC

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED & INDEXED

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66-2554-2782

BJ:pb

THE DIRECTOR

June 19, 1966

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Carson, Coffey, Nichols, Ladd, Leary, Hendon, Clegg, Rosen, Hince and Glavin, approved the suggestion submitted by Supervisor H. B. Hellett of the Identification Division and approved by Messrs. Tracy and Quinn Tamm, that a Bureau seal be placed in the Typing Lobby of the Identification Division building.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

H. B. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY 3001/lee

RECORDED & INDEXED

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66-2554-273

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

LAN:djb

June 14, 1944

#323813

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/2/91 BY SPSC/hse

THE DIRECTOR

The Executives' Conference unanimously approved the inclusion in the roster of visiting lecturers before the FBI National Academy, the Reverend R. I. Cannon, S.J., President of Fordham University as a lecturer on the subject "The Church and Juvenile Control".

The New York Office has advised that Father Cannon is fifty-one years of age, a graduate of Georgetown University and has received degrees from Woodstock College, Maryland, Gregorian University, Rome, Christs College, Cambridge, England, Manhattan, Holy Cross and Boston Colleges. He has been an instructor in English and Philosophy, and was the founder of the Fordham Play Shop. He served as Dean of St. Peters College, New Jersey and the Hudson College of Commerce and Finance. He has been President of Fordham University for eight years. His other activities include membership on the Council of Adult Education of the Columbia Broadcasting System, trustee Town Hall, New York City, author of "Technique of the One Act Play". The New York City Office describes Father Cannon as forceful, erudite and interesting. He is reported to be usually thoroughly prepared for subject matter of addresses.

RECOMMENDATION: The Executives' Conference unanimously recommend the approval of Father Cannon as a visiting lecturer in the crime prevention section of the FBI National Academy. If approved, Tamm will be invited to speak before the Academy on the subject "The Church and Juvenile Control".

Those present were Messrs. E. A. Tamm, Quinn Tamm, Ladd, Mumford, Coffey, Carson, Acers, Rosen, Hendon, Glavin and Hince.

Respectfully,

FOR THE CONFERENCE 66-2554-2785

RECORDED & INDEXED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Tolson
Mr. Clegg

70 JUN 27 1944

LBN:HBM

THE DIRECTOR

June 19, 1944

EXECUTIVES' CONFERENCE

The Executives' Conference considered Mr. Jones' suggestion to the effect that the outline used in the Syracuse Office enumerating certain federal laws coming within the Bureau's primary investigative jurisdiction be prepared and distributed.

The Conference felt, with the exception of Mr. Acers, that material set forth in this memorandum was covered in the white booklet "The Federal Bureau of Investigation," that, furthermore, the memorandum sets forth the elements of the act, and that we should not distribute these widely.

Mr. Acers felt that there would be no objection to preparing such a memorandum for distribution at police conferences.

Those opposing Mr. Acers' view were Messrs. E. A. Tamm, Hince, Ladd, Rosen, Hendon, Clegg, Coffey, Carson, Quinn Tamm, Glavin and Nichols.

23013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/2/94 BY SP5C/16C2

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Tolson
Mr. Glegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

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66-2554-27

June 1, 1944

MEMORANDUM

RE: INSTRUCTIONAL

To: MR. TOLSON

A detailed rough draft manual for the IN OFFICES was prepared by Mr. Curran and reviewed by members of the Executive Conference for discussion on Wednesday, May 31. Messrs. Tolson, Glavin, Tracy, Egan, Coffey, Nichols, Acers, Carson, Hendon, Curran, Mumford and Ladd were present.

It was the unanimous opinion of the conference that the IN can should postpone further consideration of the manual until such time as Mr. Curran has had an opportunity to inspect all IN OFFICES. It was pointed out that based upon Mr. Curran's findings in the remainder of the OFFICES, we should first definitely determine whether it is advisable to make such a manual available in foreign countries or retain it here at the Dept. of Government to be used as a guide and for instructional purposes during schools; and secondly whether it is desirable to establish uniform practices in all countries.

In view of the above findings, further consideration of the manual will be held in abeyance until Mr. Curran's return from the inspection trip.

Respectfully,
For the Conference,

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6/2/97 BY [signature]

Clyde Tolson
Chairman

RECORDED
&
INDEXED

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

January 20, 1945
with [unclear] [unclear] [unclear]
at [unclear] [unclear] [unclear]
at [unclear] [unclear] [unclear]

1571:1571

THE DIRECTOR

JUNE 7, 1944

EXECUTIVE CONFERENCE

Suggestion No. 108
Employee: SAC Belmont

The Executive Conference, consisting of Messrs. Tolson, Ladd, C. Tamm, Glavin, E. A. Tamm, Coffey, Hendon, Mumford, Gurnea, and Acers, considered the suggestion of SAC Belmont that in view of the congestion in field offices--the lack of space and the increased files in the field office--that after a year has passed or some such period that all but one copy of the reports be destroyed.

The Executive Conference was unanimously opposed to the suggestion since it was felt that the time required to review each file preparatory to destruction would far exceed in value the cost of the additional space to maintain the files in present form. For the Director's information, this matter was previously considered by the Executive Conference at which time it was decided that the clerical work involved would be increased out of all proportion to any space gained by the destruction of all but one copy of reports in field offices.

If the Director concurs, there is no necessity for change in present Bureau policy.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Glavin
Secretary

cc: Mr. Tolson
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323073
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY SP5CJ/bee

RECORDED
&
INDEXED
107

66-2554-278

20 JUN 21 1944

WGA:MMH

THE DIRECTOR

JUNE 7, 1944

EXECUTIVE CONFERENCE

Suggestion No. 51
Employee: SAG Dryce

The Executive Conference, consisting of Messrs. Tolson, Ladd, Glavin, E. A. Tamm, Coffey, Hendon, Mumford, Juraca, and Acers, considered the suggestion of SAG Dryce that in addition to the practical pistol course, the agents be afforded practice in double action shooting from standing, kneeling and prone positions.

The Conference was unanimously opposed to this suggestion. It was felt that due to the ammunition shortage, the benefit to be derived from the adoption of this suggestion would not justify the ammunition used. The Bureau firearms instructors point out that the hip shooting course presently afforded Agent personnel includes double action shooting and in their opinion this is adequate for the present time.

If the Director concurs, there will be no change in present Bureau policy.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Glavin
Secretary

cc: Mr. Tolson
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY SP-6/bce

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
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66-2534-2787

70 JUN 27 1944

MEMO

THE DIRECTOR

JUNE 7, 1964

EXECUTIVE CONFERENCE

Suggestion No. 50

Employee: SAC Boardman

The Executive Conference, consisting of Messrs. Tolson, Ladd, E. A. Tamm, Glavin, Coffey, E. A. Tamm, Hendon, Mumford, Gurnea, and Rogers, considered the suggestion of SAC Boardman that the Bureau, upon the request of the SAC, authorize clerical employees to attend, as observers, monthly firearms instruction afforded in the field on one occasion so that each employee will have an understanding as to the nature of the instructions afforded Agent personnel.

The Executive Conference has unanimously opposed to this suggestion inasmuch as it was considered impractical where ranges are located at considerable distance from headquarters city. There would also be the possibility of criticism relative to transportation. Where offices are utilizing Army ranges, it would be very difficult to take clerical employees on the Army reservation. It would provide an additional hazard and would very definitely permit the possibility of turning the firearms training into a picnic.

If the Director concurs, there will be no change in present Bureau policy.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Glavin
Secretary

cc: Mr. Tolson
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY [signature]

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

INDEXED

66-2554-2790

LBN:HBM

THE DIRECTOR

June 5, 1944

EXECUTIVES' CONFERENCE

The Executives' Conference consisting of Messrs. E. A. Tamm, Mumford, Ladd, Acers, Hendon, Coffey, Carson, Quinn Tamm, Tracy and Nichols considered the suggestions of Joe Creeden and Joe Saunders. Mr. Creeden suggested that as a morale factor the Bureau should adopt the practice of having two or three brief three-minute public address system announcements each day in Ident. and the Records Section. Mr. Saunders suggested that when the invasion is announced that this be announced over the speaker system and that thereafter to announce once or twice a day and once at night pertinent developments until definite landings have been established.

The Conference was unanimously opposed to such a procedure. As a perfect illustration of difficulties that we could get into there was the false broadcast Saturday afternoon. Likewise, it was felt that as a matter of policy it would be improper. Accordingly, Mr. Nichols will talk to both Creeden and Saunders about this.

Respectfully,
For the Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/12/91 BY SP5CJ/bce

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Tolson
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED

65-224-2791

10 JUN 27 1944

J:hag

June 16, 1944

#3 23013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

THE DIRECTOR

DATE 10/2/91 BY SP5CJ/bce

The Executive Conference, Messrs. E. A. Tamm, Glavin, Ladd, Rosen, Tracy, Clegg, Hince, Acers, Carson, Coffey, Hendon, Nichols, and Quinn Tamm being present, considered the question of the Bureau's policy with regard to the receipt of fingerprint cards from South American countries and the reporting of information to South American countries in connection with the international exchange of fingerprints.

This particular question arose because of the fact that fingerprint cards are presently being transmitted to the Bureau by Cuban authorities in cases of those individuals who are nationals of European countries arriving in Cuba and being sent to immigration camps. The question also arose with regard to the transmittal of fingerprint cards from Colombia to the Bureau in those cases of citizens of the United States who registered in Colombia.

The Conference was unanimously of the opinion that the Bureau should encourage the receipt of any and all types of fingerprint cards from South America providing such cards are recorded on a form similar to the Bureau fingerprint form and adaptable to the Bureau fingerprint files. The Conference believes that at the present time the transmittal of such fingerprint cards in the International Exchange should be encouraged by the Bureau's SIS representatives.

If you approve of this recommendation, the Conference further recommends that the Bureau's standard fingerprint cards be prepared both in the Spanish and Portuguese languages and be made available to the South and Central American countries to be used in forwarding fingerprints to the Bureau.

Respectfully,
For the Conference

RECORDED
&
INDEXED

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc Mr. Tolson
Mr. Clegg

HR3:AM

THE DIRECTOR

JUNE 15, 1944

THE EXECUTIVE CONFERENCE

SESSION #199

EMPHASIS: HARRY WHITE E. HANSON
CHIEF CLERK, SAN ANTONIO

The Executive Conference, consisting of Messrs. E. A. Tamm, Rosen, Mumford, Ladd, Hendon, Leora, Carson, Quinn Tamm, Coffey, and Glavin, considered a suggestion submitted by Chief Clerk Harry White E. Hanson of the San Antonio Office that the monthly administrative report be prepared every other month instead of every month.

The Conference was opposed to this suggestion, it being of the opinion that the monthly administrative report as submitted at the present time serves a very definite need and is valuable in the determination of pending work in the field and assists in the proper distribution of Agent personnel. If the report were to be submitted bi-monthly, too long a period of time would elapse before the Bureau would have knowledge of certain work loads which would necessitate the shifting of personnel.

#323073

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/2/91 BY SP5/bee

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

E. A. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
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JUN 27 1944

HAC:HD

THE DIRECTOR

June 19, 1944

EXECUTIVES' CONFERENCE

Quantico Trip for Families of Special Agents Assigned to Washington.

The Executives' Conference, Messrs. E. A. Tamm, Q. Tamm, Carson, Coffey, Ladd, Acers, Rosen, Hince, Glavin, Nichols, Hendon, and Clegg being present, considered the fact that wives and family members of Special Agent Supervisors at the Seat of Government and Special Agents at the Washington Field Office would plan to take a trip to Quantico in keeping with the previously arranged and approved program.

It was believed that the regular charge for meals at Quantico should be charged; that is, 85¢ for all over 12 years of age and any children under 12 who are present and are large enough to eat in the dining room would be charged 50¢.

This problem arose in view of the fact that charges are made to Bureau clerical employees at 50¢. It is, however, a requirement that the clerks take the War Service School which goes to Quantico, and it was felt that the wives and family members should be charged the same amount as supervisors themselves and this was unanimously approved except for children under 12 for whom the rate would be 50¢.

Respectfully,
FOR THE CONFERENCE

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/2/92 BY SP8/6cc

CLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

CC..MR. TOLSON
MR. CLEGG

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

JUN 27 1944

RECORDED
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66-2554-2994

WVA:MMH

THE DIRECTOR

JUNE 17, 1944

EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Nichols, C. Tamm, Hendon, Coffey, Carson, Ladd, Hince, Tracy, Rosen and Acers, considered the question raised by SAC H. E. Moss as to whether it is permissible for Bureau clerks to take the Chief Clerk's Manual out of the Bureau field office over-night.

For the Director's information, by Executive Conference memorandum dated June 19, 1937, it was provided that clerical employees could not take the Manual of Rules and Regulations or Manual of Instructions out of the field office but that they might take the Chief Clerk's Manual home with them, when desirable. The Chief Clerk's Manual has now been replaced by the Clerical Manual for field office employees and it is a combination of the old Chief Clerk's Manual and selected sections of the Manual of Rules and Regulations.

The Executive Conference was of the unanimous opinion that clerical employees should be permitted to take the Clerical Manual for field office employees home, with the permission of the SAC, to be returned to the office the following morning.

If the Director concurs, appropriate instructions will be issued to the field by Manual change.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/27/94 BY SP-1/6/94

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
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66-2554-2775

JUN 27 1944

100-100

June 19, 1944

MEMORANDUM FOR THE DIRECTOR

The Conference on June 15, 1944, consisting of Messrs. E. A. Tamm, Acers, Carson, Coffey, Glavin, Hendon, Ladd, Rosen, J. Tamm, and Tracy, considered the proposal of Mr. C. A. Appel of the Laboratory that the Bureau change its policy whereby a Laboratory report on com. prisons must now indicate that the materials are (1) identical, or (2) are not identical, or (3) that no conclusion can be reached. He proposes that henceforth the Bureau require the examiner to set out his report in two parts: (1) for investigative purposes only; (2) irrevocable decisions; and permit him more choice of language. It is further his view that, in certain cases, instead of being urged to a final conclusion the examiner be induced to withhold final decision, announcing instead whether he wants more specimens or considers the possibility of identification unlikely.

Mr. Coffey advised that the examiner is presently permitted to and, in fact, encouraged to request additional specimens if needed. Furthermore, although the examiner is not now permitted to modify his findings in the report itself he is permitted, in any case where he feels special amplification is necessary, to prepare a separate memorandum setting forth any and all of his views at length.

The Conference recommends that there be no change in the policy. The Conference does not desire to take any step which would result in laboratory reports of a vacillating nature or ones which would fail to convey a clear-cut picture to the Special Agent or investigating agency as to what the Laboratory finding is and how much the investigator can rely on it.

Respectfully,
For the Conference

Clyde Tolson, Chairman

H. R. Glavin, Secretary

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/27/81 BY [signature]

cc-Mr. Tolson
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 27 1944

RECORDED
&
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66-234-2793

WFO:uc1

THE DIRECTOR
THE EXECUTIVE CONFERENCE

June 5, 1944

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY SP5/SSA

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Curnea, Mumford, Ladd, Hendon, Quinn Tamm, Acers, Coffey and Glavin considered the present Bureau procedure of authorizing certain per diem payments to Special Agents while attending in-service training school at Washington, D. C.

Glavin pointed out to the Conference that during his last appearance before the in-service Agents, the question was raised as to why the Bureau had established a policy of having per diem payments at the daily rate of \$3.25 continuing on through midnight of the day the in-service Agents depart from Washington, D. C., since many of these Agents depart before 6:00 P.M. of that day. This inquiry, of course, is raised only in so far as it affects those Agents who are quartered at the FBI Annex at the Armory.

It was pointed out to the Conference that in carrying the \$3.25 per diem rate up to midnight of the day which the employee leaves Washington tends to uniformity, much less book-keeping work and, frankly, the only difference is in the amount of 69 cents which would be an increase in per diem if the \$6.00 per day per diem rate was charged to these Agents leaving Washington by railway or airplane transportation. If we were to establish a split hour rate, it would be necessary in auditing the vouchers to check railroad and airplane schedules to make sure the departure time in all instances was correctly reflected on the vouchers of the men in question.

The Conference was unanimously opposed to making any exception to the Bureau's present rule. It feels that the rule at present which continues the per diem rate until 12:00 midnight of the day these Agents are en route back to their Divisional Office should be continued.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

J. E. Glavin, Secretary

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC - Mr. Tolson
Mr. Clegg

JUN 25 1944

MEMO

THE DIRECTOR

JUNE 7, 1944

EXECUTIVE CONFERENCE

Suggestion No. 153
Employee: SAC McFarlin

The Executive Conference, consisting of Messrs. Tolson, Ladd, Glavin, Quinn Tamm, E. A. Tamm, Coffey, Hendon, Mumford, Burns, and Acers, considered the suggestion of SAC McFarlin that the inside back of the file cover of Bureau files be stamped to indicate the steps necessary to close a file so that when a file is properly closed those steps will be checked off.

The Executive Conference has considered this suggestion upon numerous occasions in the past. The Conference was unanimously opposed to this suggestion. It was not felt that Agents or the SAC should be mentally restricted to a rubber stamp checker. It was felt that such a restricted list would upon occasions cause the Agent or supervisor reviewing the file to over-look some administrative step not specifically set forth on the stamp.

If the Director concurs, there is no need for change in present Bureau policy.

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/97 BY SP-1/bce

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. R. Glavin
Secretary

cc: Mr. Tolson
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

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66-2554-2798

70 JUN 27 1944

LAH:JD

June 8, 1944

THE DIRECTOR

The Executives' Conference, those present being Messrs. E. A. Tamm, Ladd, Carson, Tracy, Hendon, and Linco, considered the suggestion that Doctor Leonard Carmichael, president of Tufts College, Massachusetts, be approved as a visiting lecturer on the subject "Mental and Emotional Conflicts in Juvenile Behavior". The Conference was informed that Doctor Carmichael is Director of the National Institute of Scientific and Specialized Personnel as well as being president of Tufts College and that he is considered an outstanding psychologist, having been an instructor at Princeton, Professor of Psychology at Harvard, Clark and Brown Universities, Dean of the Faculty at the University of Rochester, and president of Tufts College.

Doctor Carmichael was investigated by the Bureau as an OCN man in November, 1943, and nothing derogatory was discovered. He was, on the other hand, regarded very highly by those contacted.

If approved, Doctor Carmichael will be considered to be invited to participate in the FBI National Academy in the juvenile delinquency phase.

#373013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/3/91 BY 3850/bce

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED & INDEXED

W. H. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. E. A. Tamm _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

70 JUN 27 1944

MYA:LSMH

THE DIRECTOR

JUNE 7, 1944

EXECUTIVE CONFERENCE

Suggestion No. 52

Employee: SAC Bryce

The Executive Conference, consisting of Messrs. Tolson, Ladd, Glavin, C. Tamm, E. A. Tamm, Coffey, Hendon, Mumford, Gurnea and Acers, considered the suggestion of SAC Bryce that the Bureau firearms instructors be on the alert for potential trick shot artists and when some are found hold a class and qualify fifteen or twenty trick shooters for the Bureau in order that we can fulfill all the requests for such demonstrations at quarterly police conferences and state conventions.

The Conference was unanimously opposed to the suggestion, as were the firearms instructors at Quantico. It was pointed out that it is rare indeed to find an excellent marksman, who is at the same time a show man, who can give a satisfactory demonstration in the field of trick shooting.

For the Director's information, the firearms instructors are always on the alert for potential firearms instructors and those who appear outstanding in this field. The Agents who are presently qualified to give a good demonstration of trick shooting have been developed individually over a long period of time and it was not felt that this could be done by holding a training class for trick shooters.

If the Director concurs, there is no necessity for change in present Bureau policy.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/96 BY *SPC/bce*

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

E. E. Glavin
Secretary

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED 66-2554-2800
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70 JUN 17 1944

WMA:MHT
THE DIRECTOR

JUNE 7, 1944

EXECUTIVE CONFERENCE

Suggestion No. 60
Employee: SAC Hostetter

The Executive Conference, consisting of Messrs. Tolson, Ladd, Glavin, C. Tamm, E. A. Tamm, Coffey, Hendon, Mumford, Gurnea, and Acers, considered the recommendation of SAC Hostetter that the sitting position at 25 yards during the firing of the practical pistol course be fired double action with both hands.

For the Director's information, the firearms instructors at Quantico have considered this matter and do not believe it advantageous to make any changes in the practical pistol course at the present time. It is pointed out that regardless of the position from which the gun is fired, the fundamentals of shooting are the same and the same results can be obtained.

The Executive Conference was unanimously opposed to the suggestion since there is no assurance that the Agents would actually use double action from a sitting position in actual combat. It was felt that if an Agent sat to fire, the target would undoubtedly be at some distance and in the majority of instances, the revolver would be cocked before each shot.

If the Director concurs, there is no need for change in present Bureau policy.

#23013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/13/91 BY [signature]

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Glavin
Secretary

cc: Mr. Tolson
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
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66-2554-28

JUN 27 1944

LML:JD

June 7, 1944

THE DECISION

The Executives' Conference received a report of the committee consisting of Ladd, Glavin and Quinn who investigated the suggestion of Mr. Quinn that all chemical development of latent fingerprints on documents be handled by the single fingerprint experts of the single fingerprint section of the Identification Division. At present documents requiring a latent fingerprint examination and also other technical document examinations are handled exclusively in the Laboratory. The Assistant Examiners of the Laboratory examine the documents for latent fingerprints and perform other scientific duties under the supervision of the Principal Examiner. Documents which require a latent fingerprint examination only, i.e., no scientific examination in the Laboratory, are developed chemically by the experts of the single fingerprint section.

The committee recommended to the Conference that the suggestion be adopted for the following reasons:

1. The single fingerprint experts are better qualified to develop latent fingerprints chemically and to recognize a fingerprint when they see one.
2. The Assistant Examiners of the Laboratory have a very limited fingerprint training and no fingerprint experience.
3. If a fingerprint is developed by a Laboratory assistant and later identified by a single fingerprint expert with a suspect, it appears probable that both persons would have to come to court to testify. This would be a duplication. No such case has arisen so far in the last few years and this to the committee seems significant in that no latent fingerprint expert of the Bureau has been called upon to testify with respect to any identification made as a result of Laboratory development work done by the Laboratory assistants.
4. The Identification Division states that they can handle the additional work without any additional personnel.
5. The single fingerprint experts are more likely to make an enthusiastic and keen effort to develop latent fingerprints on documents because fingerprints are their life. The fingerprint examination, however, is only one of a number of incidental duties handled by the Assistant Laboratory Examiners which are not considered important enough to be performed by the principal examiner.
6. Fingerprint work should be performed by fingerprint people. Some of the Laboratory assistants have no fingerprint experience and some have no chemical education other than that received since entering the Laboratory.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/2/91 BY 3221/110

INDEXED

RECORDED

11-2554-2822

3323063

HHC

Mr. Tolson
Mr. Clegg

MEMORANDUM FOR THE DIRECTOR

Messrs. Glavin, Tracy, Quinn Tamm, Carson, Hince, Gurnea and Acers were in favor of the adoption of the suggestion.

Messrs. Tolson, Coffey, Nichols, Hendon, Mumford and Ladd were opposed to the adoption of the suggestion on the grounds that the chemical development of latent fingerprints is a laboratory procedure that constitutes a regular part of the forensic examination, just as does a paper analysis of the paper upon which the document is written. It does not become a fingerprint comparison until the fingerprint has been developed on the document by chemical methods. The single fingerprint experts can subsequently make their study of any fingerprints developed from photographs thereof. It is comparable, for instance, with the situation where police departments and our Special Agents in the field regularly develop powdered fingerprints at the scene of the crime, make photographs of them, and send them in to Washington to the single fingerprint section to be studied and compared with fingerprints of record. It was further pointed out that since it is chemical laboratory work it must be done in a chemical laboratory and if this type of work were henceforth to be considered single fingerprint work the single fingerprint experts would at the present time have to come over to the chemical laboratory to do it and, subsequently, they would undoubtedly seek to set up laboratory facilities in the Army for doing it.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. E. Glavin
Secretary

WVA:MMH

THE DIRECTOR

June 17, 1944

EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, C. Tamm, Nichols, Coffey, Tracy, Hendon, Ladd, Mumford, Carson and Acers, considered the suggestion of SA J. A. Carlson that Section 81 (1) of the Clerical Manual which provides "Bulletins issued by the Bureau bear serial numbers and shall be filed in numerical sequence" be changed to read as follows: "Bulletins issued by the Bureau bear serial numbers. One copy shall be placed in a file of all Bureau bulletins maintained in numerical sequence." One copy shall be placed in the appropriate "double zero" file.

For the Director's information, by present practice in the majority of field offices, a copy of the Bureau bulletin is maintained in numerical sequence and thereafter the material is sub-divided according to subject matter and placed in the general instructions file.

The Conference was of the unanimous opinion that this change should be made as a requirement for all field divisions so that Bureau bulletins might be available in one place for reference purposes and also included in the appropriate general instructions file.

If the Director concurs, the necessary Manual changes will be made.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

F. B. Glavin
Secretary

#23213
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/3/91 BY SP5CJ/K

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

166-2554-2803
35 JUL 28 1944

WVA:LEWH

THE DIRECTOR

JUNE 7, 1944

EXECUTIVE CONFERENCE

Suggestion No. 53

Employee: SAC Cornelius

The Executive Conference, consisting of Messrs. Tolson, Ladd, Glavin, C. Tamm, E. A. Tamm, Coffey, Hendon, Mumford, Gurnea, and Acers, considered the suggestion of SAC Cornelius that the present requirement that 30 shots a month be fired with the revolver be changed to 50 shots and the scores be kept. In this connection it was suggested that 25 shots be fired with the left hand and 25 with the right hand.

For the Director's information, the firearms instructors recommend against increasing the firing of the monthly requirement from 30 to 50 rounds. At the present time, a schedule for the recording of the scores made during the monthly firing of the 30 rounds is being prepared.

If the Director concurs, there is no necessity for change in present Bureau policy.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. R. Glavin
Secretary

cc: Mr. Tolson
Mr. Clegg

#523013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/2/94 BY SP5/BCE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
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166-2554-2804

70 JUN 21 1944

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June 22, 1944

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/2/91 BY SP5/BJE

THE DIRECTOR

The Executives' Conference, consisting of Messrs. E. A. Tamm, Glavin, Hendon, Mumford, Ladd, Carson, Coffey, Quinn Tamm and Acers, considered the program for Jorge Garretton, Director General of Investigations, Chile. It was pointed out that there was a limited amount of money available for the entertainment of Garretton, therefore it was a Conference recommendation that the program be kept within the limitation of this sum which at the present time is \$600. The Conference felt that luncheons and dinners for Garretton with Bureau officials while he is in Washington should be paid for by the Bureau official. Inasmuch as Garretton's transportation throughout the United States will be paid for by the State Department, it is believed that a satisfactory program can be carried out well within the limited funds available. There is attached a memorandum containing details concerning Garretton and the arrangements to be made for his visit.

As approved, Special Agent Joseph F. Santoliana, Jr. has been assigned to escort Garretton to Washington. Special Agent Kimball Dacy, SIS, who is presently in Washington after service in Chile and who is a friend of Garretton, is recommended as escort in Washington and on the field trip provided by the schedule.

The schedule provides for one week in Washington to include instruction and tours and visits to the FBI Annex and Quantico. The second week will contain instruction as will the third week. The fourth week and part of the fifth week will be spent in a field trip to New York, Detroit, Chicago and Milwaukee.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Carretton will be in Washington for the graduation of the FBI National Academy and will be seated on the platform. He will also be a guest at the FBI NPA Banquet.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

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66-25541-2805

cc - Mr. Tolson
Mr. Clegg
Attachment

70 JUN 27 1944

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ALL INFORMATION CONTAINED
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DATE 10/2/91 BY SP5CJ/bce

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THE DIRECTOR

June 12, 1944

THE EXECUTIVE CONFERENCE

Suggestion #158

Employee - R. F. Gleason
Special Agent in Charge
New Haven Field Division

Members Present: Messrs. E. A. Tamm, Eosen, Mumford, Ladd, Hendon, Acers, Carson, Quinn Tamm, Coffey and Glavin.

SAC R. F. Gleason, during attendance at SAC Conference, recommended that in connection with the monthly inspection of automobiles in the Field Office, that the submission of a memorandum by the Agent inspecting the automobile be eliminated; that the Agent be allowed to inspect the car with the Bureau approved guidance form; and that that form be filed in the card file. A copy of the Bureau guidance form is attached hereto. They pointed out the advantages are as follows:

1. That a number of typewritten memoranda will be eliminated each month.
2. It fixes the responsibility for individual delinquencies in the car inspected, which the present memorandum does not fix.
3. It helps the Agents to be very thorough in their inspections.
4. The filing of the form would be easier.
5. Although the form may not be all inclusive, it reflects considerably more than would be reflected by an average Agent inspecting the car.
6. Unless the Agent submits a memorandum or submits the form itself, there is no record in the office that he has ever inspected the car.

It was pointed out that the disadvantages are as follows:

1. The present rule does not require the preparation of a memorandum unless there is something found wrong with the car.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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2. Micrographed report forms would be a nuisance in the file.

3. The Agent, under the present regulations, can use the Bureau guidance form as a guide in making inspections.

The members attending the SAC Conference at that time were all in favor of the suggestion with the exception of Messrs. Harbo and Moss.

The Executive Conference, with the exception of Mr. Acers, is opposed to the adoption of this suggestion. The Conference points out that the guidance form can be used. If we made it a regulation that the guidance form be used, undoubtedly, there would be other things wrong with the car that would be missed, and the comment would be made that the item was not shown on the guidance form and in error the inspection was not made of that particular part of the car. It is also pointed out that it does not appear to be necessary to submit memoranda unless something is wrong with the car. Mr. Acers feels that the use of the guidance form would be of material assistance and would make a valuable record in the file.

Should the Director approve the majority's recommendation, no further consideration will be given this suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

J. E. Glavin
Secretary

Attachment

CC - Mr. Tolson
Mr. Clegg

MEMO
THE DIRECTOR

JUNE 20, 1944

EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, C. Tamm, Nichols, Coffey, Tracy, Hendon, Ladd, Mumford, Carson and Acers, considered the suggestion of SA Supervisor H. H. McCabe that the various publications which are presently mailed to WPA graduates be sent to those graduates of the Academy who are now out of law enforcement in the armed services.

The Conference was of the unanimous opinion that such publications not be mailed to graduates who are out of law enforcement and now in the armed forces except in those instances wherein there has been a specific request therefor. There is presently a restriction on the mailing of this type mail to men in the armed forces except upon specific request.

If the Director concurs, there is no necessity for change in present Bureau policy.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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DATE 10/2/94 BY SP5CJ/bce

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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THE DIRECTOR

JUN 15, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Mumford, Ladd, Hendon, Moore, Carson, Quinn Tamm, Coffey, and Glavin, considered a suggestion submitted by R. E. Lee of the Administrative Division that the tabulation of leads at police organizations, number assigned at the end of period, and number closed during period as reflected on page three of the monthly administrative report be discontinued.

It was pointed out to the Conference that this particular tabulation is not utilized by the Bureau or the State of Government and there appears to be no particular need for continuing such information on the monthly administrative report.

The Conference, therefore, recommends the elimination of this particular tabulation. Should the Director approve, the field will be appropriately advised.

Respectfully submitted,
R. E. CLEGG

Clyde Tolson, Chairman

R. E. Clegg, Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/2/94 BY 3501/100

cc: Mr. Tolson
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED

135

66-2557-2817

7-23, 1943

Suggestion No. 101
Employee: Mary Joast

The Executive Conference, consisting of Messrs. D. A. Tamm, Glavin, E. Tamm, Coffey, Hendon, Tracy, Ladd, Torgson, Rosen and Nease, considered the suggestion of Chief Clerk Har, Deputy of the Seattle Office that the Chief Clerk be authorized to initial the green sheet prepared in connection with serial 1A exhibit envelope for bulky exhibits.

For the Director's information, an original and a carbon copy of the contents of the exhibit envelope or bulky exhibit is prepared; one copy of which remains with the bulky exhibit and the remaining copy is placed in the files. Authority has already been granted the Chief Clerk to initial bulky exhibits for filing. The Conference was unanimously in favor of authorizing the Chief Clerk to initial the green sheet, which is merely a resume of the contents of the bulky exhibit.

If the Director concurs, appropriate instructions will be issued to the field by Manual change.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Clyde Tolson
Chairman

~~W. R. Gavin~~
~~Secretary~~

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/92 BY SP5/bcc

RECORDED
INDEXED

66-2554-2810

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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THE DIRECTOR

June 24, 1944

EXECUTIVE CONFERENCE

The Executives' Conference consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Coffey, Acers, Hendon, Ladd, Mumford, Carson, Eines, and Nichols unanimously approved Mr. Nichols' suggestion that the quarterly Conference of the clerical employees of the Communications and Records Section be held sometime this week at the Departmental Auditorium.

It was pointed out to the conference that it would require seven meetings in Training School No. 1 to cover the employees in Division Four and that much more time would be required on the part of the clerical employees than if they could all be gathered at one place.

If the Director approves this recommendation, it is contemplated to hold the conference for one hour at 4:30 p.m. on any afternoon this week that we can secure the Departmental Auditorium. Admission will be by badge or building pass, and the conference will be held for one hour, after which time the employees can be dismissed and can go on home.

It is believed that this will be the most effective way possible to hold the conference.

#333,013
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DATE 10/2/91 BY SP5CJ/bco

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Tolson
Mr. Glavin

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Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

70 JUN 28 1944

20241

RECEIVED

THE DIRECTOR

June 19, 1944

THE EXECUTIVE CONFERENCE

Suggestion #219

Employee Earl E. Brown

Special Agent - New York Division

Members present: Messrs. E. A. Tamm, Quinn Tamm, Carson, Coffey, Nichols, Ladd, Acers, Hendon, Clegg, Rosen, Glavin and Glavin.

Employee suggests That the Bureau consider the advisability of purchasing two-door sedans rather than four-door sedans in the future, inasmuch as a two-door sedan would be a safer mode of transporting a prisoner since he would not have access to a door in an attempt to escape while being transported.

The Conference is opposed to the adoption of this suggestion, pointing out that a two-door car would be most undesirable in so far as being the proper type of sedan to transport prisoners. The Conference points out that it would be a good car if the prisoner were docile and did not in any way resist being transported but if any difficulty was had with the prisoner at all, it would be almost impossible, without physically manhandling him, to get the prisoner into the back seat of a two-door car.

Subject to the Director's approval, there is attached hereto a communication to Special Agent Brown concerning this particular matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

J. R. Glavin, Secretary

#323,013

RECEIVED
JUN 21 1944
DATE 10/2/91 BY SP5/bre

Mr. Tolson cc: Mr. Tolson
Mr. E. A. Tamm Mr. Clegg
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED

166-2554-2

70 JUN 28 1944 2:6

Filed Office Automobiles

AR/bw

THE DIRECTOR

THE EXECUTIVE CONFERENCE

June 21, 1944

FRANK PETER MORTENSEN, U.S.A., et al;
DORIS MORTENSEN, U.S.A., et al; VICS; WHITE
SLAVE TRAFFIC ACT.

In view of the recent trend on the part of the Department to institute prosecution in technical violations of the White Slave Traffic Act, the Executive Conference, attended by Messrs. Q. Tamm, Nichols, Coffey, Hendon, Mumford, Glavin and Rosen, recommended that the attached Bureau Bulletin incorporating the Supreme Court decision in the Frank Peter Mortensen case be called to the attention of the field.

This case, you will recall, was the one involving the transportation of two women who had worked as prostitutes in a brothel operated by the Mortensens in Grand Island, Nebraska. They were taken on a vacation trip into Colorado and Utah, and returned to Grand Island where the victims resumed their activities as prostitutes. They were convicted, the Government contending that the victims were returned to Nebraska from the vacation trip for the purpose of prostitution and thus in violation of the White Slave Traffic Act. The convictions were affirmed by the 8th U. S. Circuit Court of Appeals at St. Paul, but reversed by the U. S. Supreme Court in a five to four decision.

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Respectfully,
For the Conference

Clyde Tolson
Chairman

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy Attachment
Mr. Carson _____
Mr. Hendon cc - Mr. Tolson
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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&
INDEXED
J. E. Glavin
Secretary

66-2554-2813

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June 14, 1944

#323013
ALL INFORMATION CONTAINED
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DATE 10/2/91 BY SP/600

THE DIRECTOR

The Executives' Conference considered the suggestion of Chief of Police Joseph Kluchesky of Milwaukee, that letters of invitation sent by Special Agents in Charge to police chiefs inviting them to attend FBI Law Enforcement Conferences should be typed letters bearing the signature of the Special Agent in Charge rather than the mimeographed letters which are used at present.

The Executives' Conference was informed that it would be possible to arrange for a typed letter of invitation bearing the signature of the Special Agent in Charge to be used, provided that there was enclosed with the letter a mimeographed statement concerning the detailed facts of the program.

It was the opinion of the Conference that too much work would be involved in having typed out all the details of the Conference, but that it would be desirable to try out Chief Kluchesky's suggestion by having a short letter of invitation typed out enclosing a mimeographed announcement.

The Conference was informed that there would be approximately ten thousand letters to be typed by the field divisions. This would take the time of at least four girls full time for the entire Bureau.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECOMMENDATION: The Conference unanimously recommended that the field be instructed to try out this procedure for the next series of Conferences, and that each division report to the Bureau the amount of work involved in typing out the letters of invitation and including the amount of clerical time. The field would also be instructed to report whether any reaction is obtained from the police officers as a result of the personal letters.

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If approved, the attached letter to all SACs should be sent.

Those present were Messrs. E. A. Tamm, Quinn Tamm, Ladd, Mumford, Coffey, Carson, Acers, Rosen, Hendon, Glavin and Hince.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

E. H. Glavin
Secretary

cc - Mr. Tolson
Mr. Clegg
attachment
70 JUN 28 1944 246

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THE DIRECTOR

June 22, 1944

EXECUTIVES' CONFERENCE

SUGGESTION BY SPECIAL AGENT CHARLES V. POWELL REGARDING
TECHNICAL TRAINING PROGRAM

The Executives' Conference considered the suggestion of Special Agent Charles V. Powell that technical training in the field be practiced monthly, instead of quarterly, as at present.

The Conference was informed that the technical training school here, during the past year, included a detailed practice course in the handling of technical equipment which has improved the qualifications of the Agent personnel in the handling of technical matters. The new annual training program for technical training in the field was recently approved, and will be modified so as to incorporate the advantageous features of the In-Service technical training.

RECOMMENDATION: The Executives' Conference unanimously recommends that the quarterly technical training program, as revised for the next fiscal year, should be adequate to handle the field technical training of Special Agents; and accordingly recommends unfavorably with respect to this suggestion.

Attached is a letter to Agent Powell, if approved.

Those present were: Messrs. Glavin, E. A. Tamm, Quinn Tamm, Hendon, Carren, Coffey, Nichols, Ladd, Nease, Clegg and Hince.

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DATE 10/27/91 BY 323013

Respectfully,

FOR THE CONFERENCE

Clyde Tolson,
Chairman

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Tolson
Mr. Clegg

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JUN 27 1944 206

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THE DIRECTOR

#323013

June 19, 1944

EXECUTIVES' CONFERENCE

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DATE 10/21/91 BY SP5CJ/bce

BIRMINGHAM SITUATION:

U. S. ATTORNEY JIM C. SMITH, U. S. MARSHAL R. E. THOMASON, COMPLAINANTS.

During the course of the inquiries made by Mr. Clegg at Birmingham concerning complaints made by U. S. Attorney Jim C. Smith and U. S. Marshal Raymond E. Thomason, it was discovered that Special Agents were personally serving as messengers and delivering warrants in Bureau cases from the U. S. Commissioner to the office of the U. S. Marshal. SAC Brown, formerly of Birmingham, now at Houston, was requested to submit an explanation. He stated that the Marshal's office was next door to the office of the Commissioner, while the Bureau office was in a building several blocks away; that the Agents were informed that they should make efforts to locate each Selective Service delinquent before a complaint was lodged so that the Marshal would not go out and try to serve the warrants and locate the selective service delinquent and possibly "flush" the delinquent from his hideout, and that it was probable that the practice of delivering warrants generally from the Commissioner to the Marshal's office grew out of this situation.

It was the unanimous recommendation of the Executives' Conference that the instructions given at the Birmingham Office by Mr. Clegg be followed, namely:

1. That no warrant should be delivered from the Commissioner's Office to the U. S. Marshal's Office except in those rare instances where to do so would serve the Bureau's purpose best and solely as a convenience and advantage to the FBI and that they should not make of our Agents messenger boys to deliver such warrants as a matter of routine. This matter was considered in view of the explanation of SAC Brown and it is believed that both SAC Brown and SAC Abbaticchio should be written to this effect, confirming previous instructions given to Mr. Abbaticchio by Mr. Clegg and in order to prevent SAC Brown from initiating a similar practice at Houston.

2. It was also discovered during the inquiries at Birmingham that the U. S. Marshal at Birmingham has prepared a form on which is set forth blank space for Agents to fill in showing the address, age, weight, height, and other descriptive items concerning fugitives for whom warrants have been issued in that district.

Mr. Clegg instructed Mr. Abbaticchio that in the future the Agents were not to fill out this form, which would be in the nature of a partial report at least which is not approved by the SAC, but that the Agents, whenever it was proper to submit information to the Marshal showing known addresses and descriptions, could do so orally if they were already in the Marshal's office, or the Marshal or his deputies could come to the FBI office and obtain this information and fill out their own form. Mr. Abbaticchio advises that these instructions are now being complied with and the deputies are now filling out the descriptive forms.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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However, the U. S. Marshal for the Middle District of Alabama has now prepared a descriptive form which he desires Agents to fill out and Mr. Abbaticchio has inquired as to whether this rule is also to apply to the Middle of Alabama at Montgomery as well as in the Northern District at Birmingham.

It was the unanimous opinion of the Conference that the Agents should not fill out these forms but that where the Marshal was entitled to receive descriptive information of someone he planned to take in custody, and the Bureau had descriptive information, that the Bureau could orally furnish information when the Marshal requested it but the Marshal or his deputies would have to fill out the forms and that this should apply throughout the Bureau in all districts.

3. Special Agents occasionally are requested by the U. S. Marshal at Birmingham to endorse a warrant with a non est return and the Marshal has now prepared a form to be signed by Special Agents, addressed to the U. S. Marshal as follows:

Dear Sir:

Please make a non est return on warrant
(or capias) for _____.

It is our information that subject is
located at _____.

Yours very truly,

It appears, according to Mr. Abbaticchio, that the U. S. Marshal does not desire to make a non est return unless he is sure that the subject is not in his district. This certification by a Bureau Agent that the subject is not in the Northern District of Alabama is allegedly the basis on which the Marshal would make a non est return.

It was the unanimous opinion of the conference that Agents should not make out such a form showing the location of a fugitive, or certify that he was not in a certain district, for frequently the whereabouts of a fugitive is not known at the time a non est return is made and to certify that he was not in the Northern District of Alabama when, in fact, he might be somewhere in the district would make such a form undesirable. Of course, there are problems presented when a fugitive is known to be in custody in some other district and it is necessary to get a non est return on the warrant, a certified copy of which, with the indictment, is to be sent to the district where the subject is in custody.

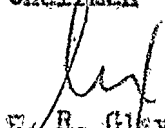
It is believed that in such situations it will be agreeable for the Agent to tell the Marshal that the subject is in custody in the other district according to the best information available, but it was believed to be undesirable to fill out certifications in order to get this accomplished, especially since Bureau Agents are not to transmit certified copies of the indictments and warrants to the other district.

Those present at the Conference unanimously approved the above recommendation. Those present were Messrs. Q. Tamm, Carson, Coffey, Ladd, Acers, Egan, Glavin and Clegg.

If this is approved, there is attached a letter to the Birmingham Office with a copy designated to the Special Agent in Charge at Houston for his guidance.

Respectfully,
FOR THE CONFERENCE

4
Clyde Tolson
Chairman


W. R. Glavin
Secretary

CC. Mr. Tolson
Mr. Clegg

NRG:ND

THE DIRECTOR

June 19, 1944

EXECUTIVES' CONFERENCE

20240

RECREATION ROOM EQUIPMENT TO BE UTILIZED AT QUANTICO

The Executives' Conference, Messrs. C. Tamm, Carson, Coffey, Ladd, Messrs. Rosen, Hince and Clegg being present, considered the recommendation of Mr. C. D. Goring that in a manner similar to that in which voluntary contributions were received from In-Service Classes to get ping pong tables, bridge tables, dominoes, checkers, cards, table tennis equipment for the recreation room at the FBI Annex Building, that such equipment should be similarly obtained and utilized at Quantico.

The equipment would be used after hours in the gymnasium room and the recreation room, depending upon the type of activity, and this would provide suitable recreation after class hours for the In-Service men and other students who go to Quantico.

This was unanimously approved.

Respectfully,
FOR THE CONFERENCE

#23,013
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HEREIN IS UNCLASSIFIED
DATE 10/2/94 BY SP5CJ/bce

CLYDE TOLESON
Chairman

W. E. GLAVIN
Secretary

CC. MR. TOLESON
MR. CLEGG

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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&
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Executive Conference

CONFIDENTIAL TO MEMBERS ONLY
NOT TO BE DISCLOSED TO THE PUBLIC

20239

At a meeting of the Executive Conference on Jan. 12, 1944, attended by Messrs. L. C. Hunt, Glavin, E. Ladd, Coffey, Rosen, Tracy, Hendon, Nichols, Harbo and Ladd, Glavin was called to the fact that a letter in which he stated that he had collected the items obtained by examination of the files of the Bureau, and that, therefore, he was the owner of a letter which had been previously obtained by examination, the letter should include both in having been demonstrated.

The letter was a summary of the opinion that the collection of the items should include both in having been demonstrated, and that, therefore, he was the owner of a letter which had been previously obtained by examination, the letter should include both in having been demonstrated.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

L. C. Hunt, Secretary

OK

as per Hunt

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY [signature]

RECORDED

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Memorandum

THE DIRECTOR

EXECUTIVE CONFERENCE

JUNE 23, 1944

20233

20233

The Executive Conference, consisting of Messrs. Tamm, Glavin, E. A. Tamm, Carson, Coffey, Hendon, Ladd, Mumford, Nichols and Nease, considered the request of Inspector Hoagland of the Guard Force, Federal Works Agency, for the Bureau to furnish a lecturer to speak for one hour before the Inspectors and Captains of the Guard Force of Federal Buildings in Washington, D. C.

For the Director's information, a class is being held for thirty-three Inspectors and Captains of the Guard Force of Federal Buildings in Washington. Inspector Hoagland requested an instructor for one hour on any of the following dates: August 4, 11, or 18, to speak on any subject the Bureau might care to present.

The Conference was unanimously in favor of making a representative of the Bureau available inasmuch as Inspector Hoagland has been extremely cooperative with the FBI and it was felt that acceptance of the invitation would insure to the benefit of the Bureau.

If the Director concurs, Inspector L. A. Hince will be made available on a mutually convenient date and present on appropriate subject as determined by an additional conference with Inspector Hoagland.

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/91 BY SP-5/JS

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

cc: Mr. Tolson
Mr. Clegg

OK
H.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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